

EMERSON-HUBBARD COMMUNITY SCHOOLS

Agenda for Board of Education Meeting

Tuesday, July 14, 2026 5:30 PM

Emerson-Hubbard High School-Library, 1503 Dakota Street, Emerson, NE 68733

Welcome to Emerson-Hubbard Community Schools Board of Education Meeting. Our adopted mission statement is: **The mission of the Emerson-Hubbard Community School is to empower students to apply their skills and knowledge to become productive and contributing citizens.**

Thank you for attending the regular meeting of the board. (School Board meetings in Nebraska are meetings held in public, not public meetings.) The public comment agenda item is the only opportunity for the public to address the board.

Regular Board Meeting Called to Order

Open Meetings Poster Announcement

Excuse Absent Board Members (as necessary).

Approval of Agenda &/or changes to Agenda

Consent Agenda

A. Approval of Minutes

B. Treasurer's Report

C. Action on Claims

Public Comment From Visitors

Action Items

A. Consider, discuss & take necessary action to approve updates to the school policies & handbooks on 2nd reading.

B. Consider, discuss & take necessary action to declare items obsolete.

C. Consider, discuss & take necessary action to approve increasing the amount for substitute teacher pay.

D. Consider, discuss & take necessary action to approve a classified staff resignation.

Information & Reports

A. Report from the Principals

Secondary Principal, Zach Biere

1. Enrollment

2. Staff Recognition — John Ahlers

3. Building Update

4. Summer Activities

5. Committee Update

B. Report from the Superintendent

6. Transportation Update

7. Budget Update & Planning

8. NASB 2026-30 Strategic Plan Poster

C. Report from Board Committees

NASB Board Notes

Discussion Items

9. Next Board Meeting - August ____, 2026

Adjournment

Emerson-Hubbard Board of Education Public Participation Opening Statement

Welcome to the Emerson-Hubbard Board of Education Meeting. The board welcomes patrons, and we appreciate your attendance at this board meeting.

Members of the public are encouraged to share their thoughts and ideas with the board during the agenda item labeled “Public Comment.” Comments or questions from the audience at any other time during the meeting may be declared out of order.

We appreciate your willingness to abide by the rules of order. This is the only time during this meeting when the public may speak unless invited to by the board president. Any person wishing to make public comment must abide by and adhere to applicable board policies, including, but not limited to the following:

- 10. For all meetings of the Board, individual speakers shall have up to 5 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate.**
- 11. The board will not respond to comments or questions.**
- 12. The board will not take action on the comments presented by the speakers but will direct the comments to appropriate staff members.**
- 13. Offensive language and hostile or disorderly conduct will not be tolerated. In the event that the Board President determines any statement or comment constitutes offensive language or hostile or disorderly conduct, then the Board President will declare the person out of the order and the person will be prohibited from speaking further.**

REGULAR BOARD MEETING

June 16, 2026

Of the Board of Education of School District No. 61R, Emerson-Hubbard Community Schools, in the County of Dixon, in the State of Nebraska, a/k/a Dixon County School District No. 561, convened in open and public session at 5:30 PM on June 16, 2026, at Emerson-Hubbard's Elementary Library in said district. **Present:** Kip Ahlers, Scott Albrecht, Ryan Beacom, Joani Franzluebbbers, Ashley Fuchser, Superintendent Dale Martin, Elementary Principal Dustin Nielsen, MS/HS Principal Zachary Biere, Board Secretary Linda Rohde.

Notice of the meeting was given in advance thereof, according to law, by proper publication in the Nebraska Journal Leader, a designated method for giving notice of the School District. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the Agenda and purpose of the meeting was communicated in the advance notice of the meeting and in the notice to the members of this meeting. All proceedings of the Board of Education were taken while the convened meeting was open to the attendance of the public.

Kip Ahlers made a motion to approve the agenda. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes:5, No: 0

Kip Ahlers made a motion to approve the Consent Agenda. Scott Albrecht seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Joani Franzluebbbers made a motion to open the hearing on Parental Involvement. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Scott Albrecht made a Motion to close the hearing. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Ryan Beacom made a motion to open the hearing on Student Fees. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Joani Franzluebbbers made a motion to close the hearing. Ashley Fuchser seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

Ryan Beacom made a Motion to open the hearing on American Civics. Ashley Fuchser seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

Kip Ahlers made a Motion to close the hearing. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Scott Albrecht made a motion to approve the resolution to appoint Dillion Martin as board member to serve out Tricia Belt's remaining term. Ashley Fuchser seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

Joani Franzluebbbers made a motion to accept the bid from Kenny Bruggeman for \$3015.15 for Van #2. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

Kip Ahlers made a motion to approve the Meal price increase of \$.10 for the 2026-2027 School Year. Lunch Pre K-5 \$3.50; 6-12 -\$3.60, Adult \$5.10. Breakfast - Pre K-12 - \$2.55, Adult \$3.10. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Kip Ahlers made a motion to approve the resolution to form a co-op with Laurel-Concord-Coleridge Public Schools and Allen Community School in Girls Golf for the 2026-2027 school year. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes,

Ashley Fuchser: Yes
Yes: 5, No: 0.

Ashley Fuchser made a motion to approve the #2000 policies on 2nd & Final Reading. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0

Ryan Beacom made a motion to approve the recommended annual policy updates from Perry Law Firm on 1st reading. Kip Ahlers seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

Elementary Principal Dustin Nielsen reported on expected Fall Enrollment to be 100 students - PS – 5; Summer Camp; Summer Work; Playground Update with a Ribbon-Cutting ceremony on August 4th as part of the National Night Out with the ceremony taking place shortly after 6:00 pm on the elementary playground; 25-26 After School Program Review.

High School Principal Zachary Biere reported on Expected Fall Enrollment expected to be 101; Staff Recognition to Mick Duncan & Josh Meyers; Summer Activity Update on Weights, Summer School, Sign, and Teacher's Lounge; ACT Score Update and MTSS Committee Update.

Superintendent Dale Martin reported on Lewis & Clark Conference Fees and Budget Update.

Kip Ahlers made a motion to adjourn the meeting @ 6:45 pm. Ryan Beacom seconded the motion. The above motion, having been consented to by more than a majority of the board members of this School District, was declared as passed by the President. Kip Ahlers: Yes, Scott Albrecht: Yes, Ryan Beacom: Yes, Joani Franzluebbbers: Yes, Ashley Fuchser: Yes
Yes: 5, No: 0.

BY: _____
Joani Franzluebbbers
President of the Board of Education
Of This School District

ATTEST: _____
Linda Rohde
Secretary of the Board of Education
Of This School District

Emerson-Hubbard Comm Schools
07/02/2026 11:24 AM

Check Reconciliation Report

Page: 1
User ID: LSR

Batch Description: June 2026 GF Account
Checking Account: 1

GENERAL CHECKING

Processing Month: 06/2026

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2026	1,861,168.40

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
43069	KATIE VICTOR	06/15/2026	626.40
43082	PONY EXPRESS	06/15/2026	613.25
	Total:		1,239.65

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
1,861,168.40	(1,239.65)	1,859,928.75	1,857,473.75	2,455.00

Cleared Automatic Payment Total:	93,898.88
Cleared Checks Total:	279,220.67
Cleared Direct Deposit Total:	(173,077.03)
Cleared Void Total:	
Cleared Cash Receipt Total:	279,960.89
Cleared Manual Journal Entries Total:	(147.88)
Cleared Sales Journal Total:	

Emerson-Hubbard Comm Schools
07/02/2026 9:12 AM

Check Reconciliation Report

Page: 1
User ID: DIW

Batch Description: June Activity 2026
Checking Account: 5

ACTIVITY ACCOUNT

Processing Month: 06/2026

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2026	154,873.46

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
8390	SOUTH SIOUX CITY SCHOOLS	05/26/2026	500.00
8401	ALLEN CONS. SCHOOL	06/23/2026	250.00
	Total:		750.00

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
154,873.46	(750.00)	154,123.46	156,578.46	(2,455.00)

Cleared Automatic Payment Total:

Cleared Checks Total: 27,165.15

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 7,702.55

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

Cash Receipt Listing - Detail

Receipt Number: 942	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 942	Amount:
Description: fitness center						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0540	fitness center	05 101	06/01/2026	30.00		
Receipt Number: 943	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 943	Amount:
Description: BBB camps from Allen						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0110	BBB camps from Allen	05 101	06/01/2026	675.00		
Receipt Number: 944	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 944	Amount:
Description: FBLA NLC scholarship						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0415	FBLA NLC scholarship	05 101	06/01/2026	500.00		
Receipt Number: 945	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 945	Amount:
Description: student photo share						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0350	student photo share	05 101	06/01/2026	350.00		
Receipt Number: 946	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 946	Amount:
Description: GBB Allen share						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0120	GBB Allen share	05 101	06/01/2026	312.50		
Receipt Number: 963	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 968	Amount:
Description: fitness center						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0540	fitness center	05 101	06/08/2026	50.00		
Receipt Number: 969	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 969	Amount:
Description: Alumni scholarship						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0530	Alumni scholarship	05 101	06/09/2026	500.00		
Receipt Number: 970	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 970	Amount:
Description: fitness center						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0540	fitness center	05 101	06/10/2026	100.00		
Receipt Number: 971	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 971	Amount:
Description: FBLA NTY donation						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0415	FBLA NTY donation	05 101	06/15/2026	1,800.00		
Receipt Number: 972	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 972	Amount:
Description: Robotics -Wakefield farms						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0485	Robotics -Wakefield farms	05 101	06/18/2026	500.00		
Receipt Number: 973	Received From:	Detail Description	Received From:	Amount:	Receipt Key: 973	Amount:
Description: fitness center						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cash Account Number</u>	<u>Receipt Date:</u>		<u>Receivable Account Number</u>	
05 1710 0485	Robotics -Wakefield farms	05 101	06/18/2026	100.00		

Cash Receipt Listing - Detail

<u>Chart of Account Number</u> 05 1710 0540	<u>Detail Description</u> fitness center	<u>Detail Amount</u> 100.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 974	Received From:		Receipt Date: 06/18/2026	Receipt Key: 974
Description: Brick sale				Amount: 50.00
<u>Chart of Account Number</u> 05 1710 0430	<u>Detail Description</u> Brick sale	<u>Detail Amount</u> 50.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 975	Received From: FOGARTY FOGARTY ENTERPRISES, LLS		Receipt Date: 06/23/2026	Amount: 250.00
Description: Donation for Ty Nielsen				
<u>Chart of Account Number</u> 05 1710 0415	<u>Detail Description</u> Donation for Ty Nielsen	<u>Detail Amount</u> 250.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 976	Received From: NEWTOYOU NEW TO YOU		Receipt Date: 06/23/2026	Amount: 2,000.00
Description: Donation	Comment: \$500 - Football; \$500 - Robotics; \$1,000 - FBLA			
<u>Chart of Account Number</u> 05 1710 0415	<u>Detail Description</u> New to You Donation	<u>Detail Amount</u> 1,000.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
05 1710 0140	New to You Donation	500.00	05 101	
05 1710 0485	New to You Donation	500.00	05 101	
Receipt Number: 977	Received From: NEWTOYOU NEW TO YOU		Receipt Date: 06/23/2026	Amount: (2,000.00)
Description: SHOULD BE EBC NOT NEW TO YOU	Comment: Wrong Received From Should be EBC			
<u>Chart of Account Number</u> 05 1710 0415	<u>Detail Description</u> Reversal	<u>Detail Amount</u> (1,000.00)	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
05 1710 0140	Reversal -	(500.00)	05 101	
05 1710 0485	Reversal	(500.00)	05 101	
Receipt Number: 978	Received From: EBC Emerson Betterment Committee		Receipt Date: 06/23/2026	Amount: 2,000.00
Description: Donation	Comment: \$500 - Football; \$500 - Robotics; \$1,000 - FBLA			
<u>Chart of Account Number</u> 05 1710 0415	<u>Detail Description</u> EBC Donation	<u>Detail Amount</u> 1,000.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
05 1710 0140	EBC Donation	500.00	05 101	
05 1710 0485	EBC Donation	500.00	05 101	
Receipt Number: 979	Received From:		Receipt Date: 06/22/2026	Amount: 125.00
Description: fitness center	Comment:			
<u>Chart of Account Number</u> 05 1710 0540	<u>Detail Description</u> fitness center	<u>Detail Amount</u> 125.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 980	Received From:		Receipt Date: 06/25/2026	Amount: 12.00
Description: fitness center	Comment:			
<u>Chart of Account Number</u> 05 1710 0540	<u>Detail Description</u> fitness center	<u>Detail Amount</u> 12.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 981	Received From:		Receipt Date: 06/25/2026	Amount: 250.00
Description: NNTC Robotics donation	Comment:			
<u>Chart of Account Number</u> 05 1710 0485	<u>Detail Description</u> NNTC Robotics donation	<u>Detail Amount</u> 250.00	<u>Cash Account Number</u> 05 101	<u>Receivable Account Number</u>
Receipt Number: 982	Received From:		Receipt Date: 06/30/2026	Amount: 20.00
Description: N FFA Org-FFA-reimburse overpayment	Comment:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>

Cash Receipt Listing - Detail

06 4210	Food Program	6,395.62	06 101				
Receipt Number: 990	Received From: STATENEBR STATE OF NEBRASKA		Receipt Date: 06/26/2026	Receipt Key: 990	Amount:	65,359.00	
Description: Sped SA FFR Reimb	Comment:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>			
01 3120	SPED SA FFR Reimb	65,359.00	01 101				
Receipt Number: 991	Received From: STATENEBR STATE OF NEBRASKA		Receipt Date: 06/30/2026	Receipt Key: 991	Amount:	34,575.00	
Description: State Aid	Comment:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>			
01 3110	State Aid	34,575.00	01 101				
Receipt Number: 992	Received From: 1STNEBRBNK FIRST NEBRASKA BANK		Receipt Date: 06/30/2026	Receipt Key: 992	Amount:	894.10	
Description: Interest & Rebate	Comment:						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>Cash Account Number</u>	<u>Receivable Account Number</u>			
01 1510	INTEREST	894.10	01 101				

Summary Totals

<u>Account Type</u>	<u>Cash Accounts</u>	<u>Receivable Accounts</u>
Subtotal Revenue	287,663.44	269,419.46
Subtotal Expense		7,702.55
Subtotal General Ledger		6,400.87
Total:	287,663.44	4,140.56
		<u>287,663.44</u>

Report of Financial Status 06/30/2026

Dale Martin, Superintendent

TO: Board of Education

This is a report of the financial status of the Emerson-Hubbard Schools, District # 26, as of June 30, 2026 with the Emerson-Hubbard Schools and First Nebraska Bank Balance.

Mature
Date Investments

6/30/2026	0.05%	First Nebraska Bank Balance	Balance	GEN FUND .05%	HI-FI Acct 2.63%
		03 Unemployment		\$ 1,252.77	\$ 17,755.11
		06 Hot Lunch Fund		\$ (48,089.27)	\$ -
		08 Special Building Fund		\$ 312,194.74	\$ 166,913.07
		02 Depreciation Fund		\$ (162,369.28)	\$ 317,212.30
		01 General Fund		\$ 1,293,812.67	\$ 962,350.45
		General Fund Cash			\$ 2,338.52
		10 Coop Fund			\$ - \$ 28,210.66
TOTAL:				\$ 1,396,801.63	\$ 1,464,230.93 \$ 30,549.18
GRAND TOTAL				\$ 2,891,581.74	

Acct#1032269636

Equity Bank Bank - Pender	Balance as of	6/30/2026	Interest Accrued	3.44%
CD		\$ 118,530.84	\$ 2,356.71	\$ 120,887.55
		06/30/2026	Interest Accrued	3.44%

Acct #1032148812

CD		\$ 195,082.42	\$ 3,900.40	\$ 198,982.82
Equity Bank - Pender	Balance as of	6/30/2026	Interest Accrued	4.10%
CD 1948		\$ 230,000.00	\$ 18,524.84	\$ 248,524.84

Monthly Bills

District Bills	\$ 174,517.54
Outstanding Checks	\$ 1,239.65
Payroll Vendors	\$ 141,581.60
Payroll	\$ 147,357.62
TOTAL:	\$ 464,696.41

	Beginning	Projected Net Income	
01 GenFund+GenFund Cash Bal	\$ 2,258,501.64	\$ 53,186.79	\$ 2,311,688.43
03 Unemployment	\$ 19,007.88	\$ -	\$ 19,007.88
08 Special Bldg. Balance	\$ 479,107.81	\$ 1,036.26	\$ 480,144.07
02 Depreciation Balance	\$ 154,843.02	\$ -	\$ 154,843.02
06 Hot Lunch Balance	\$ (48,089.27)	\$ -	\$ (48,089.27)
10 Coop Fund Balance	\$ 28,210.66	\$ -	\$ 28,210.66
Frontier Bank CD	\$ 120,887.55		\$ 120,887.55
Frontier Bank CD	\$ 198,982.82		\$ 198,982.82
Frontier Bank CD	\$ 248,524.84		\$ 248,524.84

Total District Funds

\$ 3,459,976.95

TOTAL DISTRICT: \$ 3,514,200.00

Linda Rohde, District Financial Secretary

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description		Amount	
Checking Account ID 1	Fund Number 01	GENERAL FUND		
	L&C Conf Fee	ALLEN CONS. SCHOOL	06/15/2026	2,000.00
01 1100 810 001		L&C Conf Fee	2,000.00	
Total	ALLEN CONS. SCHOOL		2,000.00	
	17KM-QXNM-YHTY	AMAZON CAPITAL SERVICES	06/13/2026	186.48
01 1100 610 002		supplies	186.48	
	1CL4-3L13-6N3X	AMAZON CAPITAL SERVICES	06/23/2026	27.08
01 1100 610 001		supplies	27.08	
	1DC9-JRNT-VF6Y	AMAZON CAPITAL SERVICES	05/15/2026	4.99
01 1100 610 001		supplies	4.99	
	1KFW-FLNF-GQ6H	AMAZON CAPITAL SERVICES	06/17/2026	16.23
01 1200 610 002		SPED supplies	16.23	
	1NFD=V4WV-XLWT	AMAZON CAPITAL SERVICES	06/13/2026	248.71
01 1100 610 002		supplies	248.71	
	1nVL-FFRL-QF7X	AMAZON CAPITAL SERVICES	06/29/2026	168.10
01 1100 610 001		supplies	84.05	
01 1100 610 004		supplies	84.05	
Total	AMAZON CAPITAL SERVICES		651.59	
	INV-472933	AMPLIFY EDUCATION, INC	07/01/2026	1,138.76
01 1100 643 000		dibbels subscription	1,138.76	
Total	AMPLIFY EDUCATION, INC		1,138.76	
	119518	APPEARA	06/11/2026	71.01
01 2610 610 002		supplies	71.01	
	1198517	APPEARA	06/11/2026	162.16
01 2610 610 001		supplies	81.08	
01 2610 610 004		supplies	81.08	
	1202487	APPEARA	06/25/2026	174.71
01 2610 610 001		supplies	87.36	
01 2610 610 004		supplies	87.35	
	1202488	APPEARA	06/25/2026	71.10
01 2610 610 002		supplies	71.10	
	S1196117	APPEARA	06/04/2026	18.73
01 2610 610 001		supplies	9.37	
01 2610 610 004		supplies	9.36	
Total	APPEARA		497.71	
	MC78674351	APPLE COMPUTER, INC	06/11/2026	1,998.00
01 6992 734 000		computers	1,998.00	
Total	APPLE COMPUTER, INC		1,998.00	
	DOT exam	BLAKE ERIKSEN	06/23/2026	115.00
01 2710 810 000		DOT Exam	115.00	
Total	BLAKE ERIKSEN		115.00	
	cement work	CADWALLADER CONST LLC	07/01/2026	3,172.50
01 2620 340 001		cement work	1,586.25	
01 2620 340 004		cement work	1,586.25	
Total	CADWALLADER CONST LLC		3,172.50	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	0105109	CAPITAL SANITARY SUPPLY CO, INC	07/08/2026	575.89
01 2610 610 001		supplies		287.95
01 2610 610 004		supplies		287.94
Total		CAPITAL SANITARY SUPPLY CO, INC		575.89
	792509720	CENTURY LINK	07/12/2026	4.04
01 2510 382 000		Distance Ed		4.04
Total		CENTURY LINK		4.04
	H46507	Computer Hardware	07/07/2026	15,120.00
01 1100 650 000		touch panels		15,120.00
Total		Computer Hardware		15,120.00
	9355528-0	EAKES OFFICE SOLUTIONS	06/22/2026	110.62
01 1100 610 002		supplies		110.62
Total		EAKES OFFICE SOLUTIONS		110.62
	INV32668436	Edmentum	06/30/2026	660.00
01 1100 643 000		Apex class		660.00
Total		Edmentum		660.00
	415977	EGAN SUPPLY	06/16/2026	28.17
01 1100 610 002		supplies		28.17
Total		EGAN SUPPLY		28.17
	856	ELLIS HOME PLUMBING	06/16/2026	148.75
01 2620 340 002		plugged water line		148.75
Total		ELLIS HOME PLUMBING		148.75
	5250	EQUIPT TRUCK & MACHINERY	06/09/2026	1,087.63
01 2730 431 000		bus repair		1,087.63
	5297	EQUIPT TRUCK & MACHINERY	06/19/2026	2,004.74
01 2730 431 000		bus repair		2,004.74
	5319	EQUIPT TRUCK & MACHINERY	06/26/2026	1,152.85
01 2730 431 000		bus repair		1,152.85
Total		EQUIPT TRUCK & MACHINERY		4,245.22
	013762	ESU ONE	06/16/2026	90.00
01 2410 810 002		Dibels		30.00
01 4200 630 002		Dibels		60.00
	SP10783	ESU ONE	05/23/2026	91,362.52
01 1200 591 000		Tower		36,852.03
01 2141 591 000		Psyc		29,250.00
01 2151 591 000		speech		11,662.50
01 2161 591 000		OT		1,721.24
01 2171 591 000		PT		1,450.00
01 2181 591 000		Vision		(2.00)
01 6408 395 000		Early Childhood		10,428.75
Total		ESU ONE		91,452.52
	1971200	FASTWYRE BROADBAND	07/01/2026	138.20
01 1100 382 001		dist learning		138.20
Total		FASTWYRE BROADBAND		138.20

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	3279723	FLINN SCIENTIFIC INC	06/18/2026	165.54
01 1100 610 001		supplies		165.54
	3279823	FLINN SCIENTIFIC INC	06/18/2026	697.00
01 1100 610 001		supplies		697.00
Total	FLINN SCIENTIFIC INC			862.54
	GF June 2026	FNBT BANK	06/30/2026	327.58
01 1100 810 002		Gen Genius		95.00
01 1100 810 000		music you tube		17.11
01 1100 640 002		book		34.18
01 2650 626 000		gas		181.29
Total	FNBT BANK			327.58
	1616886	Follett Software LLC	06/06/2026	5,268.92
01 1100 643 000		Destiny Lib		5,268.92
Total	Follett Software LLC			5,268.92
	9971674867	GRAINGER	07/01/2026	579.87
01 2620 610 001		supplies		289.94
01 2620 610 004		supplies		289.93
Total	GRAINGER			579.87
	6083	HNH AUTO REPAIR	06/29/2026	968.76
01 2730 431 000		vehicle maint		968.76
Total	HNH AUTO REPAIR			968.76
	Pymt #23	HOMETOWN LEASING	06/30/2026	1,111.84
01 2510 440 000		copier rental		1,111.84
Total	HOMETOWN LEASING			1,111.84
	956506662	HOUGHTON MIFFLIN HARCOURT PUBLISHING	06/30/2026	1,841.10
01 1100 640 002		elem curriculum		1,841.10
Total	HOUGHTON MIFFLIN HARCOURT PUBLISHING			1,841.10
	IN5149783	INNOVATIVE OFFICE SOLUTIONS, LLC	07/01/2026	321.89
01 1100 610 002		supplies		321.89
Total	INNOVATIVE OFFICE SOLUTIONS, LLC			321.89
	Tax	INTERNAL REVENUE SERVICE	06/18/2026	1,545.16
01 2510 890 000		Tax		1,545.16
Total	INTERNAL REVENUE SERVICE			1,545.16
	368621167	JW PEPPER & SON	06/26/2026	174.49
01 1100 610 001		supplies		87.25
01 1100 610 004		supplies		87.24
Total	JW PEPPER & SON			174.49
	2606251931531	KING'S DISPOSAL	07/01/2026	840.00
01 2610 420 001		garbage		280.00
01 2610 420 004		garbage		280.00
01 2610 420 002		garbage		280.00
Total	KING'S DISPOSAL			840.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	94050686	LAKESHORE LEARNING	06/30/2026	14.24
01 1100 610 002		supplies		14.24
Total	LAKESHORE LEARNING			14.24
	140830548001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	06/17/2026	832.28
01 1100 640 001		math books		416.14
01 1100 640 004		math books		416.14
Total	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC			832.28
	20613	MIGHTY DUCKS	06/15/2026	1,150.00
01 2620 340 001		kitchen hood cleaning		337.50
01 2620 340 004		kitchen hood cleaning		337.50
01 2620 340 002		kitchen hood cleaning		475.00
Total	MIGHTY DUCKS			1,150.00
	195342	MRG Hauff	06/16/2026	1,132.00
01 1100 610 001		supplies		566.00
01 1100 610 004		supplies		566.00
	V*195342	MRG Hauff	07/14/2026	(1,132.00)
01 1100 610 001		supplies		(566.00)
01 1100 610 004		supplies		(566.00)
Total	MRG Hauff			0.00
	37713	NEBRASKA JOURNAL-LEADER	06/30/2026	190.34
01 2310 540 000		printing		190.34
Total	NEBRASKA JOURNAL-LEADER			190.34
	9200003296	NIBC	07/07/2026	100.00
01 1100 440 001		ice machine		50.00
01 1100 440 004		ice machine		50.00
Total	NIBC			100.00
	0033467597	Nippon Sanso Matheson Inc	06/21/2026	154.09
01 1100 440 001		rental		154.09
Total	Nippon Sanso Matheson Inc			154.09
	200000151	NORTHEAST COMMUNITY COLLEGE	04/27/2026	99.00
01 1100 810 004		8th grade visit-lunch		99.00
Total	NORTHEAST COMMUNITY COLLEGE			99.00
	67637	NORTHSIDE GLASS	06/30/2026	174.00
01 2620 610 001		mirror		87.00
01 2620 610 004		mirror		87.00
Total	NORTHSIDE GLASS			174.00
	1676	NRCSA NE RURAL COMMUNITY SCHOOLS ASSOC	07/01/2026	850.00
01 2310 810 000		dues		850.00
Total	NRCSA NE RURAL COMMUNITY SCHOOLS ASSOC			850.00
	NSAA Reg	NSAA	06/25/2026	1,385.00
01 1100 810 000		NSAA Reg		1,385.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total NSAA				1,385.00
	1010078	PONY EXPRESS	06/22/2026	32.59
01 2650 626 000		gas		32.59
	1010163	PONY EXPRESS	06/22/2026	53.55
01 2650 626 000		gas		53.55
	1010327	PONY EXPRESS	06/23/2026	39.75
01 2650 626 000		gas		39.75
	1011084	PONY EXPRESS	06/26/2026	26.30
01 2650 626 000		gas		26.30
	1011181	PONY EXPRESS	06/26/2026	72.00
01 2650 626 000		gas		72.00
	1011497	PONY EXPRESS	05/20/2026	128.81
01 2650 626 000		gas		128.81
	1011511	PONY EXPRESS	06/27/2026	31.41
01 2650 626 000		gas		31.41
	1011888	PONY EXPRESS	06/29/2026	81.72
01 2650 626 000		gas		81.72
	1012127	PONY EXPRESS	06/30/2026	96.79
01 2650 626 000		gas		96.79
	1015107	PONY EXPRESS	06/03/2026	51.46
01 2650 626 000		gas		51.46
	1016603	PONY EXPRESS	06/08/2026	68.85
01 2650 626 000		gas		68.85
	1016721	PONY EXPRESS	06/09/2026	58.00
01 2650 626 000		gas		58.00
	1017044	PONY EXPRESS	06/10/2026	47.55
01 2650 626 000		gas		47.55
	1018273	PONY EXPRESS	06/15/2026	32.15
01 2650 626 000		gas		32.15
	1018437	PONY EXPRESS	06/15/2026	71.15
01 2650 626 000		gas		71.15
	1018793	PONY EXPRESS	06/17/2026	42.26
01 2650 626 000		gas		42.26
Total PONY EXPRESS				934.34
	INV500019	POWERSCHOOL GROUP LLC	06/25/2026	5,299.86
01 1100 643 000		Powerschool hosting		5,299.86
Total POWERSCHOOL GROUP LLC				5,299.86
	714737C	PRESTO-X	06/30/2026	113.94
01 2620 340 001		pest service		37.98
01 2620 340 004		pest service		37.98
01 2620 340 002		pest service		37.98
Total PRESTO-X				113.94
	IVN00387326	PYE BARKER	06/30/2026	1,184.00
01 2620 340 001		fire ext inspec		592.00
01 2620 340 004		fire ext inspec		592.00
	IVN0087327	PYE BARKER	06/30/2026	923.00
01 2620 340 002		fire ext insp		923.00
Total PYE BARKER				2,107.00
	S1501812.001	PYRAMID SCHOOL PRODUCTS	06/15/2026	1,315.87

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 002		supplies		1,315.87
	S1501812.002	PYRAMID SCHOOL PRODUCTS	07/02/2026	(49.75)
01 1100 610 002		credit on missing items		(49.75)
Total		PYRAMID SCHOOL PRODUCTS		1,266.12
	June 2026 repairs	RAYS MID-BELL MUSIC, INC.	06/06/2026	4,152.37
01 1100 340 000		instrument epairs		4,152.37
Total		RAYS MID-BELL MUSIC, INC.		4,152.37
	98553	Robertson Implement Co	06/09/2026	39.47
01 2620 610 001		parts		39.47
Total		Robertson Implement Co		39.47
	July 1st	SAMS CLUB MC/SYNCB	07/01/2026	36.95
01 2650 626 000		gas		36.95
Total		SAMS CLUB MC/SYNCB		36.95
	50111183740726	SHERWIN WILLIAMS	07/02/2026	460.85
01 2620 610 001		paint		230.43
01 2620 610 004		paint		230.42
Total		SHERWIN WILLIAMS		460.85
	20260628-159	SOFTWARE UNLIMITED, INC	06/28/2026	7,400.00
01 2510 810 000		annual fee		7,400.00
Total		SOFTWARE UNLIMITED, INC		7,400.00
	6066824999	STAPLES	06/23/2026	45.24
01 1100 610 002		supplies		45.24
	6066896467	STAPLES	06/24/2026	67.12
01 1100 610 001		supplies		33.56
01 1100 610 004		supplies		33.56
	6066896468	STAPLES	06/24/2026	367.17
01 1100 610 001		supplies		183.59
01 1100 610 004		supplies		183.58
	6066896469	STAPLES	06/24/2026	96.08
01 1100 610 001		supplies		48.04
01 1100 610 004		supplies		48.04
	6066896470	STAPLES	06/24/2026	127.04
01 1100 610 001		supplies		63.52
01 1100 610 004		supplies		63.52
	6066896472	STAPLES	06/24/2026	21.48
01 1100 610 001		supplies		10.74
01 1100 610 004		supplies		10.74
	6067241142	STAPLES	06/26/2026	191.08
01 1100 610 001		supplies		191.08
Total		STAPLES		915.21
	Q-368158	TEACHING STRATEGIES,LLC	07/13/2026	141.50
01 1100 810 002		GOLD BUNDLE		141.50
Total		TEACHING STRATEGIES,LLC		141.50
	109258	THOMPSON SOLUTIONS GROUP	06/30/2026	2,825.67
01 2620 340 001		service HVAC		1,412.84
01 2620 340 004		service HVAC		1,412.83

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	109731	THOMPSON SOLUTIONS GROUP	07/01/2026	350.00
01 2620 340 001		momitoring agreement		175.00
01 2620 340 004		momitoring agreement		175.00
Total	THOMPSON SOLUTIONS GROUP			3,175.67
	June 2026	VILLAGE OF EMERSON	06/25/2026	3,707.00
01 2610 621 001		elec		1,076.89
01 2610 621 004		elec		1,076.89
01 2610 621 002		elec		826.13
01 2610 410 001		water		202.11
01 2610 410 004		water		202.11
01 2610 410 002		water		322.87
Total	VILLAGE OF EMERSON			3,707.00
	92109629	VIRCO INC	07/01/2026	1,466.40
01 1100 610 002		desks		1,466.40
Total	VIRCO INC			1,466.40
	2026 Magnet	WAYNE HERALD	06/01/2026	85.00
01 2410 610 001		2026 magnet		85.00
Total	WAYNE HERALD			85.00
	505820	WOODRIVER ENERGY	06/22/2026	1,239.83
01 2610 621 001		Nat Gas		507.26
01 2610 621 004		Nat Gas		507.26
01 2610 621 002		Nat Gas		225.31
Total	WOODRIVER ENERGY			1,239.83
Fund Number	01			173,389.58
Checking Account ID	1			173,389.58
Checking Account ID	5	Fund Number	05	ACTIVITY FUND
	Football DonationEBC	ALLEN CONS. SCHOOL	06/23/2026	250.00
05 2900 610 000 0140		EBC Donation		250.00
Total	ALLEN CONS. SCHOOL			250.00
	17919	Country Nursery	06/23/2026	17,130.38
05 2900 610 000 0340		Playground Area		17,130.38
Total	Country Nursery			17,130.38
	June 2026	FNBT BANK	06/30/2026	409.21
05 2900 610 000 0415		FBLA trip		409.21
Total	FNBT BANK			409.21
	Deposit	NAVIGATOR MOTORCOACHES INC	06/23/2026	250.00
05 2900 610 000 0420		Deposit Nationals		250.00
Total	NAVIGATOR MOTORCOACHES INC			250.00
	June 2026	SAMS CLUB MC/SYNCB	06/30/2026	489.70
05 2900 610 000 0540		June purchases		489.70
Total	SAMS CLUB MC/SYNCB			489.70

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Fund Number	05			18,529.29
Checking Account ID	5			18,529.29

James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes
Kendall G. Oberheide



Of Counsel
Thomas M. Haase

*Also admitted in Iowa
** Also admitted in Kansas

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

FIRST SET OF 2026 POLICY UPDATES

Over the past several years, the Nebraska Legislature enacted several measures that will take effect during the 2026-2027 school year. In anticipation of these changes, we are sending the first set of policy updates to give boards and administrators time to review and plan for next year. As always, please do not hesitate to contact us with any questions or concerns.

1. Policy 1040 – Annual Report. Neb. Rev. Stat. § 79-3305 now requires an annual “computer science and technology education status report” to the School Board. The deadline to complete the first report is December 1, 2026.

2. Policy 3540 – Bidding Construction Projects. Neb. Rev. Stat. § 81-3445 requires the State Board of Engineers and Architects to adjust the threshold for architects or engineers on construction projects. The Board adjusted this amount to \$144,000, which is now reflected in Policy 3540.

3. Policy 5601 – Asthma, Anaphylaxis and Allergic Reaction Protocol. Neb. Rev. Stat. § 79-227 requires each Board to adopt an anaphylaxis policy by July 1, 2026. The anaphylaxis policy must also be included in the Student Handbook, beginning in the 2026-2027 school year. In addition, DHHS issued a new guidance document for anaphylaxis that does not need to be adopted into Board Policy but can be shared with your staff.

4. Policy 7050 – Bids and Contracts. Neb. Rev. Stat. § 73-106 requires the State Board of Education to adjust the bidding threshold once every five years. The State Board adjusted this amount to \$136,000, which is now reflected in Policy 7050.

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Nebraska Department of Education Rule 10. The Annual Report shall be distributed or made available to residents of the School District each year. The report shall include information required by NDE Rule 10 and applicable NDE guidance. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Nebraska Department of Education, when appropriate. The external team visits shall be conducted at least once each five years.

At least annually, the Superintendent or designee shall provide a computer science and technology education status report to both the Board of Education and Nebraska State Department of Education. The annual report may include information about student progress on the computer science and technology courses and other relevant measures of student progress in the areas of computer science and technology education. To the extent appropriate, computer science education data may be incorporated into the District's Annual Report and considered as part of the District's ongoing school improvement planning process.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

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Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred ~~nine-thirty-six~~ thousand dollars (\$~~109~~136,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred ~~and eighteen~~forty-four thousand dollars (~~\$118~~144,000), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred thirty-six thousand dollars (\$136,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred forty-four thousand dollars (\$144,000), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

New ConstructionFacilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$~~109~~136,000, or such sum as adjusted pursuant to Section 73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. Sections 73-101 to 73-106

Date of Adoption: [Insert Date]

New ConstructionFacilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$136,000, or such sum as adjusted pursuant to Section 73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. Sections 73-101 to 73-106

Date of Adoption: [Insert Date]

StudentsSchool Library Materials and Parent Access

The District will provide parents, guardians, and educational decision makers access to information regarding books available in the District's school library, and an opportunity to receive notification when their student checks out a library book.

For purposes of this Policy, the "school library" means the collection of books maintained by the District in a library or media center, as designated by the Superintendent or designee, located on school property and managed by District staff for student circulation. The term "school library" does not include: (1) classroom libraries or book collections maintained by individual teachers; (2) instructional textbooks or curriculum materials issued to students; (3) digital instructional materials, online databases, or subscription research services; and (4) materials accessed through a library not managed or supervised by the District. For purposes of this policy, a "book" means a bound or printed work cataloged within the District's school library circulation system.

The District will maintain a catalog of books available in each designated library. Such catalog will be made available for viewing by parents, guardians, and educational decisionmakers through a method designated by the Superintendent or designee.

The District will provide parents, guardians, and educational decisionmakers the opportunity to opt-in to receive notification when their student checks out a book from a designated library. If a parent, guardian, or educational decisionmaker elects to receive such notifications, the District shall provide such notice, which will include the: (1) title of the book; (2) author(s); and (3) date the book must be returned.

Requests to receive library checkout notifications must be submitted through a written request or through a process identified by the Superintendent or designee.

The Superintendent or designee may develop procedures to implement this Policy, and staff, parents, guardians, and educational decisionmakers must follow these procedures.

Legal Reference: Neb. Rev. Stat. §79-533.04

Date of Adoption: [Insert Date]

Thomas M. Haase
James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes
Kendall G. Oberheide
Rebecca D. Stading



*Also admitted in Iowa
** Also admitted in Kansas

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM – 2026 SCHOOL DISTRICT ANNUAL POLICY UPDATES

The Legislature adjourned on April 17th this year. This Memo covers the required policy updates that need to be made this summer.

A. REQUIRED POLICY UPDATES

- 1. Policy 1110 (“Bulletin Boards”):** LB 429 added new requirements for “equal access” to teachers by professional organizations and teacher associations. Policy 1110 has been updated to ensure that qualifying organizations and associations are granted such access under the new law.
- 2. Policy 3560 (“Records Management and Disposition”):** LB 596 updated references in the record retention laws to better reflect current technology and electronic storage capabilities. Policy 3560 has been updated to reflect these changes.
- 3. Policy 5004 (“Full-time and Part-time Enrollment”):** LB 937 refined the part-time enrollment statutes to provide greater flexibility for students participating in national and state activities, such as FFA. Policy 5004 has been updated accordingly.
- 4. Policy 5005 (“Student Residence, Admission and Contracting for Educational Services”):** LB 937 imposes a new requirement that school districts may not disenroll a student who is the subject of a DHHS investigation. Under this new law, if DHHS notifies a school district that a student may be the victim of abuse or neglect, the district cannot facilitate a student’s withdrawal or transfer to a different school. If a parent or guardian attempts to withdraw or transfer the student during this period, the district must notify DHHS. Policy 5005 incorporates these changes.
- 5. Policy 5006 (“Option Enrollment”):** LB 653 amended the option enrollment statutes by requiring the “automatic” acceptance of siblings of option students currently enrolled in a district. Policy 5006 has been updated to reflect this new requirement. Over the next few months, schools should evaluate their option enrollment program and practices to account for these new obligations, as well as review and update option enrollment forms.

6. **Appendix to Policy 5006 (“Option Resolution”):** Similar to the changes made in Policy 5006, the Option Resolution has been updated to reflect the change in LB 653 that removes capacity limitations for option siblings.
7. **Policy 5008 (“Attendance”):** LB 937 amended the student attendance laws to provide that a documented absence from a credentialed health professional shall excuse a student’s absence for that day and not count toward a student’s truancy accumulation. The update to Policy 5008 reflects this change.
8. **Policy 5101 (“Student Discipline”):** LB 653 amended the Student Discipline Act and requires two changes to board policy. First, LB 653 created an exception to the prohibition on suspending young students. Previously, PK-2 graders could only be suspended for bringing a firearm or deadly weapon to school. Now, a PK-2 grader can be suspended for violent behavior. In addition, LB 653 amends the notice requirements for student discipline letters. School administrators should ensure that their student discipline forms and checklists are updated to reflect these new notice requirements.
9. **Policy 5205 (“Graduation”):** Last year, LB 296 amended Nebraska’s graduation statute to provide an exception for students who, at some point during their high school career, were under the supervision of a juvenile court. Policy 5205 incorporates this new statutory exception into the graduation criteria.
10. **Policy 8130 (“Annual Organizational Meeting”):** LB 596 allows each board to designate the method by which they will give advanced public notice of board meetings. The method must be noted in the meeting minutes. At the annual organizational meeting, each board should approve (and note in the minutes) the designated method of giving notice, such as on the district’s website or posting in conspicuous places within the District.
11. **Policy 8342 (“Designated Method of Giving Notice of Meetings”):** LB 596 amends the Open Meetings Act’s notice requirements. Previously, notices of board meetings were required to be published in the newspaper, with several exceptions. Now, notices of regular meetings only need to be published four times per year. Schools that wish to continue publishing monthly notices in the newspaper are free to continue doing so. But for those schools that do not want to be tied to a newspaper each month, notices of the regular meeting schedule need only be published four times a year.

B. RECOMMENDED UPDATES

1. Policy 3130 (“Purchasing Policies”): The Purchasing Policy is important to ensure that Boards have oversight of large purchases in the District, while affording the administration the flexibility to make smaller purchases when needed. However, Policy 3130 does not delineate between purchasing products and expending district funds for ongoing service or renewals previously approved (such as utility bills, insurance renewals, and so forth). To better address the distinctions between these scenarios, each Board may consider updating Policy 3130.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Mobile Tracking: LB 935 added a new crime for surreptitiously tracking someone via a mobile tracking device. The new law includes an exception for a parent tracking their student. Since Policy 1102 (“Recording of Others”) focuses on listening devices (as opposed to tracking devices), no update is necessary to Policy 1102 in response to LB 935. That said, some districts may want to consider how to handle mobile tracking devices at school.

2. Smart Glasses: Some districts have struggled with students wearing smart glasses at school. Policy 6113 (based on LB 140 from last year) bans all “electronic communication devices,” which include smart glasses. However, if your district wants to explicitly include a reference to smart glasses or other technology, you are free to do so within Policy 6113 and/or Policy 5101 (Student Discipline).

3. Swatting: LB 935 also created a new crime of “swatting.” The Student Discipline Act (and Policy 5101) already covers criminal conduct as the basis for student discipline, so Policy 5101 does not need to be updated to add “swatting” as an expellable offense. A district could nonetheless add “swatting” if they wanted to make clear that a swatting incident may be grounds for serious discipline.

D. OTHER CONSIDERATIONS

1. New Centralized Student Record System: Last year, LB 296 addressed changes to the foster system. One of these changes includes new responsibilities for NDE. Beginning July 1, 2026, school districts will be required to share a student’s education records with NDE if the student is under a juvenile court’s jurisdiction, as part of a new centralized records system.

2. New NPERS Retirement Rules: LB 824 changes the public retirement statutes by requiring a 120 day “sit-out” period for employees who retire. As such, any school employee who retires may not work or volunteer for the 120-day period after their retirement date. An employee’s retirement date (for purposes of NPERS) may be deemed to be a date other than the date of the employee’s last workday and is typically “fixed” by the employee’s contract. With this statutory change occurring on May 1, 2026, it may be worth revisiting your 2026-2027 staff contracts to ensure that end dates align with an employee’s final day of work.

3. **Pink Postcard Process:** LB 384 requires at least one voting member of the board to attend this year's "pink postcard" hearing for those participating districts. After this fall, the "pink postcard" process will end, and all districts will be required to participate in the new LB 803 hearing in July 2027. This change does not require any policy updates.
4. **Open Meetings Act Posters:** LB 596 removed the requirement that a copy of the Open Meetings Act be "posted" in the meeting room. Boards now have the option to continue posting the Open Meetings Act or simply making the Open Meetings Act available to someone who wants to review it. Since no policy requires the posting of the Open Meetings Act, this does not require any policy change.
5. **Veteran's Preference Reminder:** As a reminder, all public employers in Nebraska are required to note that any open employment positions are "subject to a veteran's preference."¹ This summer would be a good time to ensure that your application system complies with this requirement.
6. **ADA Website Accessibility Deadline Delayed:** Recently, the U.S. Department of Justice announced that the compliance deadlines for the new website accessibility requirements will be delayed for one year. As a result, for entities with a total population of 50,000 or more, their website must be in compliance by April 26, 2027. For those entities with a total population of less than 50,000, the new deadline is April 26, 2028. No policy needs to be updated to reflect this new deadline.
7. **Food Color Additives:** LB 940 prohibits certain food color additives as part of a school meal, effective August 1, 2027. Since food additives are not referenced in any policy, there will not be a policy update in response to LB 940.
8. **Workplace Safety Committee Changes:** LB 397 amends the workplace safety statutes. Previously, school districts were required to establish a safety committee through the collective bargaining process. LB 397 revises the statute to permit (not require) the safety committee through the collective bargaining process. School districts could remove the safety committee provision from the Negotiated Agreement next year, if they do not want the safety committee within the Negotiated Agreement.
9. **Hunger Free Schools Act:** LB 966 created the Hunger Free Schools Act pilot program. There is no policy update or change required for schools to apply to participate in the program.
10. **Updates to Nebraska's Controlled Substances Act:** LB's 877 and 795 updated the list and schedules for controlled substances in Nebraska. However, school policies do not require an exhaustive list of banned or unlawful substances at school, so the updates to these laws do not require a policy change.

¹ Neb. Rev. Stat. § 48-227.

11. Human Relations Training Requirements: LB 1022 repealed the human relation requirement for certain teaching certificates, including substitute teachers. This new law will not result in any change to policy.

As always, please let us know if you have any questions or concerns.

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Nebraska Department of Education Rule 10. The Annual Report shall be distributed or made available to residents of the School District each year. The report shall include information required by NDE Rule 10 and applicable NDE guidance. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Nebraska Department of Education, when appropriate. The external team visits shall be conducted at least once each five years.

At least annually, the Superintendent or designee shall provide a computer science and technology education status report to both the Board of Education and Nebraska State Department of Education. The annual report may include information about student progress on the computer science and technology courses and other relevant measures of student progress in the areas of computer science and technology education. To the extent appropriate, computer science education data may be incorporated into the District's Annual Report and considered as part of the District's ongoing school improvement planning process.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

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

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting.~~These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.~~
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account

must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting.
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.
6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
 2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
 3. Electronic Records, Messages, and Data. ~~District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.~~
 4. ~~Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.~~
- 5.4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold

to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6.5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
 Neb. Rev. Stat. Sections 84-1201 to 84-1227

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts

Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation.
4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
 Neb. Rev. Stat. Sections 84-1201 to 84-1227
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts
 Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in [Name] 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]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in [Name] 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.
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. 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]

StudentsStudent Residence, Admission and Contracting for Educational Services

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

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

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

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

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

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

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

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

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

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

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

Restrictions on Transfer or Disenrollment During Certain Investigations

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

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

Date of Adoption: [Insert Date]

StudentsStudent Residence, Admission and Contracting for Educational Services

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

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

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

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

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

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

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

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

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

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

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

Restrictions on Transfer or Disenrollment During Certain Investigations

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

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

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and ~~Time Lines~~ 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 ~~during~~ in the following ~~and subsequent~~ school ~~years~~ 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 ~~will~~ may be waived by the School District for applications to option into the [Name] 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.

Option 2 (Limited Deadline Waiver):

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

- ~~1. — Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending [Name] Public Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
- 2.1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
- 3.2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.

4.3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

5.4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the 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. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected ~~in the event if~~ the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by ~~acceptance of~~ 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 ~~in the event if~~ the application is not filed on or before ~~the April 1st immediately preceding the school year in which enrollment is sought~~ March 15, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event if~~ the student has exhausted ~~their~~ the number of allowable option enrollments ~~in other school districts, as determined by~~ 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 ~~submitted on a form prescribed by the State Department of Education, is not~~ completely and accurately ~~filled in~~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 ~~accorded in the following order: (1) afforded to~~ those applications required to be given priority by law, ~~(2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.~~

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.

~~D~~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.

~~E~~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.

Option 2 (Release Conditions):

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

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
- ~~2. Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
- ~~3-2.~~ Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment, and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.
- ~~4-3.~~ No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

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

FG. 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.

GH. 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.

2.

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.

- 3.2. 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.

HI. 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 ~~its~~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]

StudentsOption 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 [Name] 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.

Option 2 (Limited Deadline Waiver):

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

1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.
3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the 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. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

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

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

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

C. Siblings

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

D. Priority of Acceptance

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

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

E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. 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.

Option 2 (Release Conditions):

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

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

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

G. Notification of Acceptance or Rejection

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

If an option enrollment application or a request for release is rejected by the [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]

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

Attest: _____
Secretary

By: _____
President

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs 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 availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

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

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

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

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

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

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Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

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

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

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

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

Date of Adoption: [Insert Date]

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

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

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

student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court,

or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~ pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school,~~ unless the student (1) brings a deadly weapon ~~onto~~ school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity. ~~Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances,~~ the Principal or ~~Principal's~~ designee ~~may~~shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade, A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or~~may be expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds,

in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Willfully violating the behavioral expectations for riding school buses or vehicles.

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

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

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged;

however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

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

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

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

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

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

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

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

2. Academic Integrity.

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

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

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

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

- (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

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

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

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

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

E. Law Violations

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

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

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

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

Date of Adoption: [Insert Date]

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

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

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

the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

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

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

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

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

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

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

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

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

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

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

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

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

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

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

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

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

2. Academic Integrity.

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

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

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

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

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

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

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators,

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

substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

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

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

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

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

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

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to

complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

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

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

E. Law Violations

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

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

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken,

except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a [Name] Public Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions, except as otherwise required by state law. Students who graduate from [Name] Public Schools must accumulate 200 hours. The total graduation requirements must include the following core curriculum:

English Language Arts	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies	30	Semester Hours
Physical Education	10	Semester Hours
Required	110	Semester Hours
Electives	90	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Legal Reference: Neb. Rev. Stat. Sec. 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: [Insert Date]

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 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
- 4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings
- 5. Approval of current Board policies and regulations
- 6. Designate date for the annual review of BOE policies
- 7. Dissemination to each Board member of conflict of interest statutes
- 8. Adjournment

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

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

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

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

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

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

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

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

Date of Adoption: [Insert Date]

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 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings~~Consider, discuss and take action to select District newspaper(s) of record~~
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 - 6. Designate date for the annual review of BOE policies
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Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

Article 1 – Mission and Goals

Section 1 School Mission Statement

The mission of the Emerson-Hubbard Community Schools is to provide a quality education that prepares students to acquire and apply the skills and knowledge necessary to reach their full potential, strengthen the school community, and become responsible, engaged, and contributing citizens.

Section 2 Statements of Belief

- We believe in providing for all students:
 - A challenging and diversified curriculum that prepares students for the responsibilities of the ever-changing world.
 - A variety of diverse assessments, both formative and summative, that guides teacher instruction and student learning.
 - Instruction through standards-based, real-life curriculum through various methodologies to bring the classroom to community and careers
 - A safe and positive learning environment cultivating mutual respect between students and staff leading to education success and lifelong learning.

Section 3 Statement of Philosophy

The Emerson-Hubbard school district is dedicated to the philosophy of emphasizing academic achievements for life-long learning. Studies show that the majority of careers that students will hold in the next quarter century have not yet been created. The Emerson-Hubbard board of education, administration, and staff accept the responsibility for providing a foundation of balanced curricular choices. These choices focus on academic skills and physical, mental, social, and behavioral growth to prepare students to be viable, mature, and contributing members of society.

Section 4 Statement of Purpose

The Emerson-Hubbard school district exists for the purpose of providing educational, social, and cultural opportunities designed to instill a desire for life-long learning. The school provides the nurturing environment necessary to foster growth of knowledge, promote creative independent thinking, and develop character and a positive approach to life.

Section 5 Statement of Objectives

1. To continue surpassing the national graduation rate goal or 90%.
2. To graduate students who are:
 - a. competent in basic skills
 - b. life-long learners and readers
 - c. responsible citizens
 - d. self-motivated and goal-oriented
 - e. cooperative and contributing members of a global society
 - f. prepared to further their education or enter the work force
 - g. creative, analytical, and independent thinkers
 - h. respectful of self and individual differences of others
 - i. effective communicators
 - j. adaptable to change
 - k. appreciative of multicultural activities
 - l. responsible for their own actions
 - m. actively concerned about the environment
 - n. actively involved in a healthy lifestyle and leisure activities
3. To provide a positive school environment conducive to learning and employee satisfaction.
4. To give recognition to students' individual ideas and values and to promote self-worth.
5. To provide a relevant curriculum and instructional program which allows students to progress in accordance with individual growth and development.
6. To provide opportunities to develop advanced technology skills.
7. To provide activities that are an extension of academic growth.

8. To retain qualified school personnel by encouraging educational growth through staff development.
9. To encourage interchange of thought and opinions among board members, administration, staff, students, and patrons to promote new ideas, new methods, and to foster acceptance of innovation.

Section 6 Mutual Respect

The Emerson-Hubbard Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 7 Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives;
- providing all students with opportunities to be in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Emerson-Hubbard Community Schools, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Section 8 Complaint Procedures

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Have a scheduled conference with the staff involved in the complaint matter.
- Step 2. Appeal to the principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the superintendent if the matter is still unresolved at Step 2.
- Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. A written appeal should be made within five (5) days of the superintendent's decision.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing to be most effective. Appeal decisions shall be handled as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Section 9 Emerson-Hubbard Academic Code of Honor

Academic Code of Honor

The students of the Emerson-Hubbard Community Schools are taught both by word and deed to uphold the basic beliefs of education. This includes a belief that students will demonstrate:

Honesty: To act and communicate the truth.

Integrity: To act according to a sense of what's right and wrong.

Respect: To demonstrate sensitivity to the ideas and needs of self and others.

Effort: To do your best in academic and school activities.

- In the Emerson-Hubbard Community Schools each student carries out his or her responsibilities carefully and with integrity, never claiming credit for someone else's work and being willing to acknowledge wrongdoing.

- Each person is responsible to him/herself with a sense of duty to fulfill willingly the tasks he or she has accepted or been assigned.
- Self-discipline is exercised in relationships with others, in the way students speak to one another, and in the acceptance of academic responsibility.
- As a student in Emerson-Hubbard Community Schools, I recognize that I must uphold the basic beliefs of honesty, integrity, respect, and effort.
- I also recognize that I am accountable for my actions; therefore, if I falter in my efforts to uphold the Emerson-Hubbard Code of Honor, I will accept the consequences.
- Recognizing that I will learn from my mistakes and grow stronger from them, I will move positively forward in my efforts to uphold the Code of Honor.

Section 10 Emerson-Hubbard Community Schools' Rights and Responsibilities

To achieve the educational objectives established for our students, the following guidelines have been adopted.

STUDENTS

- to learn in a safe and undisturbed environment.
- to have freedom from physical, verbal, or other kinds of harassment.
- to have access to educational programs which will prepare them to become well-adjusted, productive members of society.
- to be treated with respect and courtesy.
- to be given instruction designed to maximize individual talents and interests.

TEACHERS

- to expect reasonable student behavior in all curricular and co-curricular programs.
- to expect all students to come to class prepared for educational activities.
- to expect students to complete assignments in a timely fashion.
- to expect students to attend classes unless a legitimate cause for absence exists.

PARENTS

- to expect that classes are conducted in an orderly fashion.
- to expect that the students are provided with a meaningful educational program.
- to receive school communications in a timely fashion.
- to be treated with respect and courtesy.
- to be given the opportunity to confer with the administration and instructional staff.

STUDENT RESPONSIBILITIES

- to promote and develop self-discipline by following the student behavior guidelines established for EHCS.
- to attend classes regularly and punctually.
- to respect the rights of others
- to respect school and others' personal property and equipment.
- to be prepared to work and take an active part in your classes.
- to seek assistance from teachers and other resource persons when experiencing difficulty in classes.

Article 2 - School Day/Student Information

Section 1 OPTION ENROLLMENT INFORMATION

The Legislature has established the enrollment option program to enable any kindergarten through twelfth grade 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 R.R.S.

For a student to attend school in an option school district, the student's parent or legal guardian shall submit an application to the school board of the option school district. This application must be made on or prior to March 15th for the student to attend school in the option district for the next school year. With this deadline being met the

application is automatically accepted by both the option school district and the resident school district and the student will attend school in the option district starting with the next school year.

Section 1	MS/HS Daily Schedule
Period 1	8:15 a.m. - 8:58 a.m. (43 min)
Period 2	9:00 a.m. - 9:43 a.m. (43 min)
Period 3	9:45 a.m. - 10:28 a.m. (43 min)
Period 4	10:30 a.m. - 11:13 a.m. (43 min)
1 st Lunch	11:13 a.m. - 11:43 p.m. (30 min)
Period 5	11:15 a.m. - 11:58 a.m. (43 min)
2 nd Lunch	11:58 a.m. - 12:28 p.m. (30 min)
Period 5	11:45 a.m. - 12:28 p.m. (43 min)
Advisory	12:30 p.m. - 12:41 p.m. (11 min)
Period 6	12:43 p.m. - 1:26 p.m. (43 min)
Period 7	1:28 p.m. - 2:11 p.m. (43 min)
Period 8	2:13 p.m. - 2:56 p.m. (48 min)
Period 9	2:58 p.m. - 3:41 p.m. (48 min)

Section 2 Severe Weather and School Cancellations

The superintendent of schools is authorized by the Board of Education to close the public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to 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. In any case, an announcement will be made to the news media when schools will be closed. School closings will be broadcast over the Sioux City KTIV television station and sent out over our electronic alert system. Please do not call the school or school officials to learn whether there will be school. In some instances, schools will be open but certain services may be canceled (bus transportation, 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. If school is closed during the day, notice will be broadcast on KTIV and sent out over our electronic alert system. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Parents have the right to make personal decisions regarding severe weather and the safety of their children. If parents make the decision to have their children home due to weather conditions, they should contact the school for a regular absence. Parents may pick up their children in inclement weather at any time during the school day.

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. Every effort will be made to provide accurate and timely information through the media and our e-alert system.

Emergency Conditions. Emerson-Hubbard Community Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response.

Section 3 Closed Campus

All students are required to remain on campus during the school day unless permitted by the Principal or Principal's Designee.

Section 4 School Dances

Attendance at high school dances will be for Emerson-Hubbard students; 6th, 7th and 8th grades must have the Principal's permission to attend a dance. Emerson-Hubbard High School students may bring a guest to their dances, with the approval of the sponsor, if the guests conduct themselves in an orderly manner. All guests of the students must be registered during the days preceding the day of the dance or party with the activity sponsor. Only one guest per student will be accepted and must be approved. Nobody aged 21 or older will be allowed to attend Emerson-Hubbard dances and parties. Exception: Faculty members and their spouses, supervisors and sponsors. Any students arriving at a dance or school function after a time set by the sponsor will not be permitted to enter. All students leaving without permission before the dance or school function is over will not be allowed to return.

JUNIOR-SENIOR PROM

The juniors entertain the seniors, sponsors, administration, high school teachers and their spouses at a banquet held in the spring of the year. The banquet site will be left to the discrimination of the Junior Class. Students attending prom must be in grades 9-12 or under the age of 21 years. The banquet and prom will end no later than 11:00 p.m. and this time also terminates the school's sponsorship. If there are additional activities after this hour, the sponsor must come from the parents or another organization outside the school.

Section 5 Hall Passes/Planner

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their planner.

Section 6 Fire Drills / Tornado Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when signals are given, everyone promptly clears the building (fire) or goes to the basement (tornado) by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Section 7 Driving and Parking

All student cars must be parked in the parking spaces west of the school. There will be no student parking along the sidewalk on the north or south edge of the building. Drivers must not block in others with their cars. All cars should be properly parked. All students' cars are to be parked in the morning and remain parked until school is dismissed. Students are not allowed to be in the parking lot at any time during the school day unless given express permission by the Principal or Principal's Designee.

Section 8 Pictures

Individual pictures will be taken in the fall and spring at the elementary. Individual pictures will be taken in the fall at the MS/HS. There is no obligation to purchase the pictures. Retakes are available.

Section 9 Vending Machine

The vending machine is available daily for students to use responsibly. Failure to do so will result in the machine being made unavailable.

Section 10 Admission Fees/Athletic Season Tickets

Admission to all home athletic contests and Lewis and Clark Conference competitions is \$5.00 for adults and free admission for all PK-12th grade Emerson-Hubbard students.

Athletic season tickets are available to all community adults. This ticket provides a reduced admission for the overall cost of attending all Tri County Northeast Wolfpack/Emerson-Hubbard Pirate athletic competitions. The tickets are only good for home competitions and may be purchased at the High School, Elementary School, or Superintendent's Office. The following is the cost of the tickets: 

2026-2027 Pass Cost
ADULT PASS - **\$50.00**
GOLDEN AGE PASS (AGE 65+) - **FREE**
COUPLES PASS - **\$100**
FAMILY PASS - **\$240**

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the school building, to sign in. Parents are welcome at all times, with prior administrative approval. Please use the main entrance and sign in/out at the office upon entering/exiting the school.

Section 2 Smoke-Free Environment

Emerson-Hubbard Community Schools declares all of our school's buildings and grounds to be smoke-free and tobacco-free. We appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-free and tobacco-free and abide by our district policy.

Section 3 Care of School Property

1. Students are responsible for proper care of all books, equipment, supplies, supplied by the school.
2. 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.
3. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive final grades.

Section 4 Lockers

All students shall receive a locker to use for the entire school year. Students are encouraged to keep lockers locked and are fully responsible for personal property and school materials assigned to them. Students need to be reminded that their responsibility is to keep lockers neat and orderly. The school cannot be responsible for lost/stolen items. Although students may personalize their locker on the inside with pictures and other miscellaneous items, students are reminded that no pictures or advertisements of drugs, alcohol, tobacco, pornographic, or objectionable material are allowed. Students also need to keep in mind that they are ultimately responsible for cleaning their lockers at the end of the school year.

Section 5 Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

4. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The district is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Section 6 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.

Section 7 Use of School Phones, Cell Phones and Other Electronic Devices

Use of the office phone will only be allowed in an emergency or when a student is ill or at the discretion of office staff or administration. Use of the phone is not an excuse to be tardy to class. Cell phones and other electronic devices are not to be used during class periods. Students and Parents/Guardians will sign the receipt of acknowledgement in the handbook indicating their understanding of this rule because phones going off or being used during the day are disruptive to the educational process.

Electronic Devices

a. Philosophy and Purpose. The district strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. To maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

1. 1. "Electronic devices" include, but are not limited to: cell phones, smart watches, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

2. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

a. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02;

b. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions;

c. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

1. Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

2. Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, and passing period, provided that the student does not commit any abusive use of the device (see paragraph (d)).

3. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

4. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).

5. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student’s parent when the student has a compelling need to have the device (e.g. A student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent’s condition).

6. Failure to comply with a request from staff or administration to surrender a cell phone or electronic device will result in immediate implementation of third offense violation consequences.

d. Violations

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices for:

a. activities which disrupt the educational environment;

b. illegal activities in violation of state or federal laws or regulations;

c. unethical activities, such as cheating on assignments or tests;

d. immoral or pornographic activities;

e. activities in violation of Board or school policies and procedures relating to student conduct and harassment;

f. recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;

g. “sexting;”

h. activities which invade the privacy of others.

i. In a designated restroom or locker room area. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

2. Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

e. Violation Consequences

1. First Violation:

- a. Electronic device is taken to the office for the rest of the day.
- b. The student receives In-School Suspension (ISS) for the remainder of the school day.
- 2. Second Violation:
 - a. Electronic device is taken to the office for the remainder of the day.
 - b. The student receives one full day of In-School Suspension (ISS).
 - c. The student must turn the electronic device into the office for-five school days.
- 3. Third Violation:
 - a. All consequences of the 2nd offense.
 - b. A meeting with the student, their parents, and the administration to retrieve the electronic device. The student must turn their-electronic device into the office for 30 days
- 4. Fourth Violation:
 - a. All consequences of the 3rd offense.
 - b. No-electronic device privileges for the rest of the academic year.

f. Penalties for Prohibited Use of Electronic Devices

1. Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- a. Students found in possession of a “sexting” message shall be subject to discipline.
- b. Students who send or encourage another to send a “sexting” message shall be subject to discipline.

g. Reporting to Law Enforcement:

1. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

h. Responsibility for Electronic Devices.

1. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The district is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Section 8 Student Valuables

Students, not the school, are responsible for 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/valuables with staff members or in the school office for temporary safekeeping. 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.

Section 9 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. At the end of the semester, lost and found items will be donated or discarded.

Section 10 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 teacher in charge, who will then report it to the principal and any other necessary authorities. Proper medical referrals will be made when necessary.

Injury records will be maintained for all school related student injuries requiring medical attention. A complete medical report must be recorded, dated, signed, and filed in the principal's office.

Section 11 Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing any vocational, technical, industrial technology, science, and art classes when tools or chemicals are being used. All visitors to these areas must check out a pair of safety glasses when entering any of these areas when tools/chemicals are in use.

Section 12 Insurance

Under Nebraska Law the District may not use school funds to provide general student accident or athletic insurance. The District recommends 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. All students have the opportunity to enroll in an accident insurance plan. This is a voluntary plan, the premium of which must be borne by the insured. A copy of the benefits and a schedule of payments will be sent home with each student early in the school year.

Section 13 Bulletins and Announcements

Bulletin boards and display cases 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 office personnel.

Section 14 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 course work, 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 may be copied.

Article 4 – Attendance

Section 1 Attendance Policy

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

Section 2 Attendance

Parents are requested to call the school office (HS 695-2636 or 695-2637) (Elem 695-2654 or 695-2655) between 7:45 a.m. and 9:30 a.m. to report the absence of their son or daughter. If no notification is received by 9:30 a.m. office personnel will attempt to contact the parents/guardians. Upon returning to school, the student must present a note written and signed by a parent/guardian specifying the reason for the absence. Failure to do so may result in the absence being counted as an unexcused absence (willful truancy).

Section 3 Absences

All absences of one or more class periods are reported to and recorded in the Principal's office. An absence "count" will start upon the student's first day of enrollment in school.

Absences are not classified as excused or unexcused, exclusive of truancy. This should not be construed as students having "personal leave" days. No such thing exists. Absences for reasons other than illness, medical, legal appointments, or funerals can be designated as unexcused. Students who have appointments during the school day are expected to be present either before and/or after the scheduled appointment, if time allows. Students are encouraged to conduct personal business errands outside of school hours. This includes but is not limited to absences for shopping, work, hair appointments, baby-sitting, senior pictures, and other personal issues that can be responded to outside of the regular school day. Students who are truant may receive zeros in each course missed for daily work, quizzes, or tests, and disciplinary action may be taken. The secondary principal will determine if absences are excused or unexcused.

When students and parents/guardians can foresee an absence they are required to arrange with the Principal or designee for make-up work in advance. Students are asked to bring a note from a parent/guardian before the absence(s). Most assignments should be completed prior to an absence. However, this may not always be possible, and teachers will instruct students in terms of when work will need to be made up. When an absence is not foreseen, make-up work may be arranged when the student returns to school.

Absences due to participation in school-sponsored activities are not considered part of the Attendance Policy restrictions if they are prearranged and cleared by each classroom teacher. Seniors planning college visits must make prior arrangements if the absence is to be permitted. No more than four (4) days are allowed for this purpose. Failure to make prior arrangements will result in the absence being counted as willful truancy.

Section 4 Secondary Attendance Policy Procedures

Advisory letters will be mailed or e-mailed to the parents when their son/daughter has accrued five (5) absences from any class during a semester. The Superintendent or his/her designee shall see that services including, but not limited to, the following may be provided by the student based on the Superintendent or his/her designee's determination as the most appropriate course of action.

1. Communication with the Secondary Principal and the student's parent or guardian and the student to attempt to resolve the attendance problem.
2. Educational counseling to determine whether reassignment to an alternative educational program that meets the educational and behavioral needs of the student would resolve the attendance problem.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem. This may include recommendations for student or family counseling and referrals to appropriate service agencies, which may support efforts to resolve the attendance problem.

A maximum of nine (9) absences will be allowed in any one class per semester without directly affecting a student's credit for the class. After nine (9) absences have been recorded for any class for a semester a letter will be sent notifying parents that one more absence could cost credit, exclusive of school sponsored absences. Professional appointments (i.e., doctor, dentist, lawyer, etc.) funeral, court, counseling, or doctor verified illness, will be exempted (not counted in the student's total) upon written verification. The administration and board of education reserve the right to ask for a medical opinion for prolonged illness or chronic illness.

Once the student has ten (10) absences, the student will be placed on a no credit status for that class. The parent will be notified when the student records his/her tenth (10th) absence in a semester in any class. Students on non-credit

status will continue to attend and participate in class in case credit is reinstated and in order not to jeopardize their standing in other classes. The Attendance Committee will develop a credit retention plan for the student. Students will be required to meet the requirements of the retention plan to retain credit. The credit retention plan will be shared with parents/guardians. Should a student fail at any aspect of the retention plan, they will be placed on no credit status.

The Superintendent or his/her designee shall see that services including, but not limited to, the following may be provided the student based on the superintendent or his/her designee's determination as the most appropriate course of action.

- a) A hearing with the Attendance Committee, the secondary principal, student, and student's parent or guardian to determine if zeros will be assigned for that class or classes for the semester and to attempt to resolve the attendance problem.
- b) Educational counseling to determine whether reassignment to an alternative educational program that meets the educational and behavioral needs of the student would resolve the attendance problem.
- c) Filing of a report with the county attorney to determine if a violation of Nebraska Statute 79-209 Compulsory Attendance has occurred. If the county attorney requests or requires any other reporting forms, the Superintendent or his/her designee shall complete such forms for reporting excessive absenteeism or habitual truancy as described by this policy and as defined by state statute.

Students who have received this notification may petition the Attendance Committee to request an exemption from losing credits for the semester. Hearing procedures and hearing request forms to request an exemption will be provided in the tenth (10th) absence mailing. The Attendance Committee will consist of the High School Guidance Counselor, and high school faculty members, who have been assigned by the High School Principal at the beginning of the year.

The appeal process is as follows:

1. When a student has accrued ten (10) absences during a semester in a class or classes, his/her parents/guardians will be notified. Enclosed in the notification will be a copy of the student's attendance record, and a copy of the attendance policy.
2. The parents/guardians may request a hearing with the Attendance Committee after being notified of the Attendance Committee's credit retention plan. This request must be made in writing on the hearing request form within five (5) school days following written notification by the school. The principal will then schedule an appeal hearing within seven (7) school days following receipt of the letter requesting a hearing.
3. The hearing will be held in the Emerson-Hubbard High School Conference Room with the parents/guardians, student and Attendance Committee present. All information relative to the student's attendance record will be presented at that time. All proceedings will be tape-recorded for use at any applicable subsequent appeal hearings.
4. Following committee deliberations, the parents/guardians and student will be informed of the Attendance Committee decision.
5. If the parents/guardians are not in agreement with the decision of the Attendance Committee, they may appeal to the Superintendent of the Emerson-Hubbard Community Schools. The request for an appeal must be in writing and submitted within five (5) school days following notification of the Attendance Committee's decision. The Superintendent will investigate the Attendance Committee's decision and will notify the parents/guardians within seven (7) days of his/her decision.
6. If the parents/guardians are not in agreement with the Superintendent's decision, they may appeal to the Emerson-Hubbard Board of Education within (5) school days after the Superintendent has notified the parents/guardians of his decision. The Board of Education will render their decision within seven (7) school days following receipt of the appeal letter.

7. The student will be allowed to attend and participate in all classes until the appeal process has been exhausted or not pursued by the parents/guardians.

8. If the original decision of the Attendance Committee is overturned by the Superintendent of Schools or the Board of Education, the student will continue to receive an opportunity to earn credit in all affected classes.

Reporting Excessive Absenteeism to the County Attorney:

a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.

c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting to the Commissioner:

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Section 5 Tardies

To receive the full educational benefits of school, students need to arrive on time to school as well as to each class. If a student arrives late to school, he/she must report to the office to sign in and receive a pass to class. If a student is tardy to class, first-eighth periods, he/she is to obtain a pass from the teacher of the class they are tardy from. If a student is tardy to class, the teacher will notify the office through the attendance program.

Upon receiving a third tardy during any period, the student shall be notified that he/she has accumulated three tardies and detention assigned by administration. Continual tardiness to school may also result in other consequences such as in-school suspension, out-of-school suspension, or before/after school detention at the discretion of the principal.

Section 6 Leaving School

Students who must 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 without permission and without signing out in the proper manner will be considered truant.

Section 7 Attendance is Required to Participate in Activities

District Policy 6.18-2 states "in order to be eligible for any student activity at Emerson-Hubbard Community Schools, the participant must be in attendance by 10:00 a.m. on the day of the activity. This includes sports contests, fine arts

activities, practices, school dances, etc. The building principal retains the right to grant participation should exceptional circumstances prevail.

Section 8 Make-up Work

Upon returning to school after an excused absence or a short-term suspension, it is the student's responsibility to contact his/her teachers for assignments missed during the absence. Each student will normally be allowed two days to make up work for every one day missed, beginning at the start of their absence. For example, if a student is absent Monday and Tuesday, they will receive four days to make up schoolwork. The due date would be at the beginning of class on Friday. However, if an assignment had been given, for example, several weeks earlier, a teacher may retain the due date. Teachers will let students know the make-up work needed and share final due dates once the student communicates with the teacher.

Article 5 - Scholastic Achievements

Section 1 Grades

The grade a student receives in a course shall reflect his/her progress throughout the semester. Only by having a passing grade at the end of the semester, shall a student receive credit for that course. In the 6th – 12th grades, the students will be given a semester grade; the grade will run continuously from the start of the year, through the semester.

Section 2 Grading System

Emerson-Hubbard Community Schools will use the grading system as follows:

6th – 12th Grades Kindergarten – 5th Grades

94 - 100...A	4 - Mastery
86 - 93.....B	3 - Proficient
78 - 85.....C	2 - Developing
70 - 77.....D	1 – Novice
0 - 69.....F	

Each teacher should define for students the grading procedures to be used in their classes.

Section 3 Academic Integrity

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

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

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

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

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

c. 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.

d. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For

example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

e. 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.

f. Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

g. 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.

2. Papers (includes papers, essays, lab projects, and other similar academic work):

a. Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

b. Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

c. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student 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.

d. 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.

3. 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.

4. “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:

5. 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.

6. 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.

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

c. Sanctions

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

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

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

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

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

d. Artificial Intelligence

Students are encouraged to use Artificial Intelligence (AI) to act as a thought partner or for proofreading. Under no circumstances should Artificial Intelligence be used for any other purpose of completing schoolwork. Should students be found using AI to help to complete or to complete schoolwork they will be subject to student discipline sanctions as outlined in the Multi-Tiered System of Supports System.

e. Multi-Tiered System of Supports – Academic

Student academics will be monitored through the Multi-Tiered Systems of Supports (MTSS) system. The Emerson-Hubbard MTSS-Academic system is designed to be proactive in approaching student learning needs. Students will be evaluated throughout the school year on the Academic Risk Screener and given the appropriate interventions to help mitigate any arising academic needs. Students will also have the opportunity through MTSS to qualify for the Emerson-Hubbard High Ability Learner program. The goal of the MTSS system is to provide what a student needs, when a student needs it.

Section 4 Graduation Requirements

All Emerson-Hubbard Community High School students intending to graduate will have met the following requirements:

1. Passed the two hundred forty credit hours required by the Board of Education.
2. Passed all the required courses including:
 - English (40 credit hours)
 - Social Studies (35 credit hours)
 - Mathematics (30 credit hours)
 - Science (30 credit hours)
 - Physical Education (10 credit hours)
 - Speech (5 credit hours)
 - Computer Applications (5 credit hours)
 - Fine Arts (10 credit hours)
 - Personal Finance (5 credit hours)
 - Electives (75 credit hours)
3. Students between 8th and 12th grade must complete one of the following:
 - a. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student;
 - b. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body... followed by completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation;

Regular Parent-Teacher Conferences are held twice a year, one each semester (see calendar). Special conferences may be arranged by calling the school or by sending a note to the school.

Section 11 Honor Roll

Each semester, if the student's average is 94% or better (with no grade below a 90%,) they qualify for the high honor roll. Students scoring 90% to 93% (with no grade below an 86%) receive honor roll.

Section 12 Scholarships

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the guidance office on individual scholarship amounts and necessary qualifications.

Section 13 National Honor Society

The National Honor Society chapter of Emerson-Hubbard High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS. Students are selected for membership by Faculty Council as per the NHS Constitution. This honor is bestowed to qualified students at our spring Awards Banquet.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 87% or better. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records may be reviewed; second, members of the faculty are solicited for input regarding their professional reflection of a candidate's activities, character, and leadership. These forms are carefully reviewed to determine membership. The top scores in each class may be admitted to the organization.

A formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, all members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held before school throughout the school year, and participation in any and all projects NHS may participate in during the school year.

Students or parents who have questions regarding the selection process or membership obligations can contact the Emerson-Hubbard chapter adviser.

Removal from National Honor Society

A student may be removed from the NHS by action of the Faculty Council upon a determination that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.
3. The student may appeal the Faculty Council's decision to the superintendent by giving written notice of appeal to the superintendent within ten calendar days of the decision. The appeal procedures shall be established at the discretion of the superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the superintendent on the appeal shall be final.

Section 14 Field Trips & Academics (Secondary only)

Students on the ineligibility list may not be allowed to attend field trips if it is determined that it is in the best interest of the student to stay in school to catch up on school work.

Article 6 - Support Services

Section 1 Special Education

Special Education provides the support services necessary for evaluation, placement, and instruction for students with disabilities as identified according to NDE Rule 51.6.01. Services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

Curriculum is based on the child's Individual Education Plan (IEP), which is updated and reviewed annually. Students with identified disabilities are reevaluated at least every three (3) years by the IEP team. The school district shall obtain parental consent prior to conducting any initial evaluation to identify a disability or reevaluation of a student with a disability.

Section 2 Guidance Services

The Emerson-Hubbard Community Schools has a guidance counselor available for students. The counselor is willing to visit with students concerning social and emotional needs, academic concerns, college and scholarship questions, and many other areas. Students are required to schedule appointments with the guidance counselor. Walk-ins will be accepted only in emergency circumstances.

Section 3 Health Services

All children are given a physical check-up at the beginning of each school year, which involves checking vision, teeth, throat, height, and weight. If necessary, the school nurse will contact parents/guardians regarding possible concerns.

The nurse checks immunization records each year. Parents/guardians of any child needing a booster will be notified.

PHYSICAL EXAMINATIONS

Each student entering:

1. Kindergarten
2. Seventh Grade
3. From Another State Regardless of Grade Level

A student must provide written evidence signed by a qualified physician that the student has had a physical examination within six months prior to the opening of school. A physical examination is not required of any child whose parent or guardian objects in writing. The cost of the required physical examination shall be borne by the parent or guardian of each child.

IMPORTANT! No student in any of the above groups (kindergarten, grade seven, and any student new to the district from another state) will be permitted to enroll in school unless the school is provided with (1) evidence of a physical examination within the past six months, (2) an eye examination or (3) a parent signed waiver. The above requirements are established by Nebraska State School Law 79-444 as enacted by the legislature of the State of Nebraska.

IMMUNIZATIONS

All students, Kindergarten through grade twelve (12) must be immunized and provide the school with the appropriate immunization records to document protection against:

- 1) Measles, Mumps, Rubella
- 2) Poliomyelitis
- 3) Diphtheria, Tetanus, Pertussis (whooping cough)
- 4) Hepatitis B
- 5) Chicken Pox (Varicella)

All Nebraska students in grades K-12 are required by law to have 2 doses of varicella (chicken pox) vaccine **OR**

written proof of having had the chicken pox disease.

Schools are required to have an adequate immunization history, which includes a written record listing at least the month and year of each required immunization. Immunization records may be obtained from your family physician or the Dakota County Health Department Monthly Clinic. Immunization records shall not be required for a student's enrollment in any school in this state if he or she submits a State of Nebraska Department of Health Form "Refusal of Immunization of Student for Religious Reasons."

According to state law any student who does not comply with the state immunization and physical examination requirements shall not be permitted to enter or continue in school.

ASTHMA ATTACK OR ALLERGIC REACTION

Our school is prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). This protocol is in effect in each school building only while school is in session.

EMERGENCY PROTOCOL REGULATIONS

The administration adopts the Emergency protocol set forth in Nebraska Department of Education Regulation Rule 59, Appendix A, as such protocol may be amended from time to time.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. The administration shall designate employees to be responsible for implementing the Emergency Protocol and will provide training to such designated employees.

For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made at the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

ILLNESS - COMMUNICABLE DISEASES

Keep your child at home and consider calling the doctor if he/she has: nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, discharging ear, extreme paleness, coughing. If your child is absent because of illness he/she should bring a note of explanation from home to the office the day he/she returns to school. Ill or injured children are not usually kept at school. The parents are contacted when this occurs so that they may come and take the child home.

First aid is administered to students in the classroom, the office, or by the school nurse. The emergency card, which we have on file for each student, helps us to locate the parents or someone listed on the card in case we cannot locate the parents. In case of an emergency the rescue unit will take the student to the hospital if a parent/guardian cannot be reached. New emergency cards will be completed this every to update our records.

HEAD LICE / NO NIT POLICY

In the event that a student is found to have live lice or nits, the school will immediately notify the parent(s) of that student. In order to maintain confidentiality and to maintain focus on education, the student will remain in class throughout the day. The student who was found to have live lice will be required to be treated with lice killing shampoo. The student can return to school the following day by furnishing either the store receipt or the empty box of lice-killing shampoo to provide proof of treatment. The student will be checked to ensure that all live lice are gone.

A notification letter will be sent to grade level students or any student that came in contact with the student for a measurable amount of time.

MEDICINE

For the safety of all the children, students are not permitted to have medicine in their possession while at school. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or principal's designee will administer the medication in compliance with the guidelines that follow:

1. Written authorization signed by a Doctor and parent/guardian will be required for prescription medicines and will include:
 - a. Child's Name
 - b. Name of Medication
 - c. Purpose of Medication
 - d. Time to be administered
 - e. Dosage
 - f. Termination
2. Written authorization designating type of non-prescriptive medicine (Tylenol, cough drops, etc.) signed by a parent will also be required.
3. The school nurse or designee will:
 - a. Keep a record of the administered medication.
 - b. Keep medication in an area inaccessible to students.
4. The parents of the child must assume responsibility for informing the school nurse or designee of any change in the child's health or change of medication.
5. The school retains the discretion to reject requests for administration of medicine.

Section 4 School Bus Regulations/Policies

Students will only be allowed to get off the bus at their regular stop unless the driver has received permission in advance from a student's parent/guardian.

Students should observe the following rules of safety and respect for the rights of others:

1. Obey the driver and treat him/her, and others, with respect and courtesy.
2. Be on time. Call the school if you will not be riding.
3. Stay clear of the "danger zone" around the bus while waiting, approaching or leaving the bus.
Before crossing the street, always look both ways to check for vehicles that might illegally pass the bus. Always cross the street in front of the bus.
4. Wait until the bus has stopped and the door is open before starting to board. Use the handrail when entering or exiting.
5. Take a seat immediately after boarding and remain seated throughout the trip until the bus has come to a complete stop in front of the school or your stop. The bus driver may assign seats. Make room for others needing a seat.
6. Keep the aisle clear.
7. Windows may be opened with the driver's permission. Keep your head, arms and hands within the bus.
8. Conduct yourself so that the driver is not distracted and is able to hear the horns or sirens of other vehicles. Maintain silence at railroad crossing
9. Keep the bus clean. Place garbage in the trash can. Do not throw anything out of the windows or inside the bus. Eating or drinking is not allowed on the bus.
10. Avoid behavior that could damage the bus. Report any damage you notice to the driver.
11. Some items pose danger while on the bus and are not permitted. These include, but are not limited to:
 - a. Knives and other sharp objects

- b. Matches, lighters
- c. Glass containers
- d. Other items not necessary for school purposes.
- 12. Once students have arrived at school, they are to go directly into the school building and are not to leave the school premises.

DISCIPLINE POLICY

Whenever possible, the bus driver and/or bus manager will work to resolve discipline issues through private discussions with the student(s).

First Warning

If inappropriate behavior does not cease, the driver or bus manager will contact a parent/guardian to inform them of the situation and to ask for their help. The driver or bus manager will also contact the Principal. This will result in disciplinary action from the Principal's office.

Second Warning

If inappropriate behavior continues, the driver or bus manager will contact a parent/guardian a second time, and the student will not be allowed to ride the bus for the following two school days. We realize that this action will inconvenience families and hope that this step will not need to be taken.

Third Warning

If a third warning is required, the student will not be allowed back onto the bus until the principal has met with the guardians and student to discuss appropriate behavior. Further warnings will require the same action.

The Superintendent/ principals will be informed of all warnings issued.

Section 5 School Meals Program

Breakfast and lunch are available every day for all students and students are allowed to bring lunch from home. Meals for students include milk. Through a computerized accounting system, *each student and family* will have an individual account. With this system we have the capability to send out statements by email to those families who have email access. Those families that do not have access to email accounts will still receive a statement by mail or it will be handed to the student.

Charge Policy

Deposits on a family lunch account can be made by students in the cafeteria each morning and will then be entered into the computer. A minimum payment for two weeks' lunch and/or breakfast is required starting the first day of school. There will be a two (2) day grace period for each student when they have a negative balance. If the school lunch program does not receive enough money to bring the balance to a positive balance after the two (2) day grace period, the student will not be allowed to eat lunch or breakfast supplied by the school. It is important that you as parents be sure that you have money in your child's account. The following chart outlines both breakfast and lunch prices. Free and reduced-price lunches are available for families in financial need. Application forms must be completed and approved before these special prices can be given, households can apply for meal benefits anytime during the school year.

<u>MEAL PRICES</u>		
	Single Meal:	Pre-Kindergarten thru Fifth Grade \$3.50
		Sixth Grade thru Twelfth Grade \$3.60
		Adult \$5.10
		Milk \$.50
Breakfast		Pre-Kindergarten thru Twelfth Grade \$2.55
		Adult \$3.10

The Emerson-Hubbard Community Schools operates a closed campus during the lunch period unless express

permission has been given by a principal or principal's designee.

Nondiscrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider

Section 6 Testing

MAP Tests are administered to all students in Kindergarten – 12th grades, results from testing help identify areas of strength and weakness in academic performance. The Spring NSCAS Test is administered to all students in 3rd-8th grades. All 11th grade students are administered the ACT. All 6th – 12th grade students are required to take semester exams. Any exemptions will be approved by administration.

Section 7 Speech and Hearing Testing

Our key means of communication is through speech. Even a slight default can hamper normal social relationships, while a severe speech defect can assume the proportions of a physical handicap. Our speech therapist screens all new students and those recommended at the beginning of the school year. Parents/guardians of children needing help will have a conference with the therapist before the program is instituted. All students receive a hearing test during the fall of the year.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention:

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that 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 short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusive 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 on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions:

1. V
Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.

2. I
If the student is observed to be violating this policy, the student will be escorted to the principal/superintendent's office immediately, or, if not feasible, the principal/superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal/superintendent, or such other personnel as authorized by the principal/superintendent, may have the student removed by authorized medical or law enforcement

personnel.

3. P
parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention:

The Emerson-Hubbard Community School 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 climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: If upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 8 - Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Emerson-Hubbard Community Schools is to maintain a school atmosphere which is conducive to learning. To achieve this, Emerson-Hubbard Community Schools will continue to review and distribute a set of reasonable and fair rules and policies.

Violations of the Emerson-Hubbard Community Schools' rules and policies will result in disciplinary action

Part 1 Forms of School Discipline

Detention and Students Restricted from Activities

Students may be assigned detention time for misbehaviors that don't warrant (or don't yet warrant) suspensions. Typically, a first detention may require 30 minutes before or after school and possibly during lunches – teachers and/or administrators will determine when detention times will be served. Normally enough notice will be given so that parents can be notified and arrangements can be made if transportation is an issue. A second offense may require a 60-minute detention, but the length of time to be served will be determined by the teacher or administrator based upon the severity of the infraction and whether those or similar infractions have been repeated. Failure to serve detention time by the date given to the student is insubordination. Students who don't serve detentions on time will be placed on a restricted list, whereby they forfeit various privileges in the school and cannot practice or participate in extra-curricular activities or attend field trips until their detention time is served. Detention time also may double if students do not serve in a timely manner. As soon as detention time is made up, the student will regain eligibility. In-school and out-of-school suspension also may be used if students refuse to serve detentions.

Short-Term Suspension:

Students may be excluded by the principal or his/her designee from school or any school function, for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth.
2. Other violations of rules and standards of behavior adopted by the Emerson-Hubbard Community Schools' Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or the principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student and the student's parent or guardian to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Suspended students cannot be on campus or at school activities during their suspension.

Long-Term Suspension:

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

Expulsion:

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

expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Principal or the Principal's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the principal or the principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Emergency Exclusion:

A student may be excluded from school in the following circumstances:

1. 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
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school

assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Part 2 Student Conduct

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Emerson-Hubbard Community Schools, all students are expected to refrain from inappropriate conduct, as follows:

Classroom Discipline Policy (Junior/Senior High School)

Students are expected to behave properly in classrooms and to be engaged in the lessons, activities, and goals of the courses into which they are scheduled. When students do not follow rules/regulations/guidelines set forth by instructors, then substantial disruption to the teaching/learning process can result. As part of the Multi-Tiered System of Supports (MTSS) teachers will attempt to address discipline issues on the part of students by counseling with them, notifying parents, assigning detention time, etc. However, if those “normal and usual” consequences do not change behaviors, teachers and schools need not accept continual disruptions to classrooms and the school environment. To do so jeopardizes the learning of all students.

Therefore, once teachers have gone through the normal and usual kinds of corrective actions and/or consequences with students, if inappropriate behaviors do not then change and improve, students will follow MTSS procedures.

The Emerson-Hubbard MTSS-Behavior system is designed to be progressive in nature. The system is designed to help students manage and monitor a variety of behaviors that can happen within a school setting. Once students earn office referrals, they will be eligible to earn points for different behaviors. These points will categorize students within the MTSS-B system. At each level of the MTSS system there will be interventions to help support student behavior and to increase compliance with Emerson-Hubbard building and district policies. School identified behavior infractions are listed below. This is not an exhaustive list. We believe that providing interventions will help to increase learning for all students.

Tier 0 – Students with 5 or less points; Teacher recommendation

Tier 1 – All Students

Tier 2 – Students with more 25 or more points

Tier 3 – Students with 50 or more points

Parents will receive communication about behaviors through [‘mtss@ehpirates.org’](mailto:mtss@ehpirates.org) or from a building administrator depending on the severity of the behavior infraction. Details about behavior infractions or different tiers will be shared with students and families on an ‘as-needed’ basis.

****Six Categories of Violations**:**

Category I** (0-5 points): Minor infractions like dress code violations, public displays of affection

Category II** (5 points): Classroom disruptions, cell phone violations, etc.

Category III** (10-15 points): Disrespect to peers/staff, lying/cheating, property misuse, skipping class

Category IV** (20-30 points): Fighting, theft, vandalism, bullying, threatening behavior

Category V** (50 points): Serious violations including drug/alcohol policy violations, weapons possession (non-firearm), terroristic threats

Category VI** (100 points): Severe violations including arson, bomb threats, physical assault on staff, firearm possession

Consequences Range From**: A: Detention, B: Multiple detentions, C: 1-5 days in-school suspension, D: 6-10 days in-school suspension, E: 1-5 days out-of-school suspension, F: 6-10 days out-of-school suspension, G: 10+ days out-of-school suspension, H: Recommendation for expulsion, I: Police notification (*in any applicable event*)

Detentions***: All detentions must be served on the day assigned **OR** within two days of the assignment given (ex. Detention given on 10/8 must be completed by the end of day on 10/10). Multi-Day Detentions must be completed no later than three days past the final day of assigned detention (ex. Detention given on 10/8 & 10/9 must be completed by the end of the day on 10/12). Detentions will be served with the teacher or administrator who assigned the detention. Students will communicate with their assignor to determine the detention date to be served.

Offense	Category	Points	1	2	3	4	5+
Minor Infractions							
Dress Code Violation	I	+0 to +5	N/A	A	A	B	C
Public Display of Affection	I	+0 to +1	N/A	A	A	B	C
Irresponsibility without Communication	I	+0 to +1	N/A	A	A	A	B
Tardiness - 3 total tardies	I	+0 to +2	A	A	A	A	A
Late or Missing Assignments	I	+0 to +5	N/A	N/A	A	A	B
Admin Discretion	I	+0 to +5					
Classroom Distractions							
Distracted (Sleeping, Not Paying Attention After Warning, etc.)	II	+0 to +5	A	A	B	B	C
Not Following Instructions	II	+0 to +5	A	A	B	C	C
Cell Phone Violation	II	+5	C	C	C	C	D
Distracting Others from Learning	II	+0 to +5	A	A	B	B	C
Admin Discretion	II	+0 to +5					
Moderate Infractions							
Shaming, embarrassing, humiliating peers	III	+5 to +15	A	A	B	C	D
Disrespecting Peers (Language, Property, Personal Space)	III	+5 to +15	A	A	B	C	D
Disrespecting Staff (Language, Arguing, etc.)	III	+10 to +15	A	B	B	C	D/E
Lying/Cheating/Plagiarism	III	+5 to +15	A	A	B	B	C
Physical Contact & Aggression	III	+15	B	B	C	C/D	D/E
Misuse of School Owned Property	III	+10 to +15	A	A	B	C	D
Leaving Campus Without Permission	III	+10 to +15	B	C	C	D	D/E
Skiping Detention	III	+10 to +15	B	B	C/D	C/D	D/E

Jeopardizing Safety of Self or Others	III	+10 to +15	C	C	D	D/E	E/F
Skipping Class	III	+10 to +15	A	B	B	C	C
Trespassing	III	+10 to +15	A	B	B	C	D
Defiance	III	+5 to +15	A	A	A	B	C
Transportation Misconduct	III	+5 to +15	B	B	C	D	D/E
Admin Discretion	III	+5 to +15					
Major Infractions							
Fighting	IV	+20 to + 30	C	D	E	F	G
Theft	IV	+20 to + 30	B	C	D	E	E
Vandalism	IV	+20 to + 30	B	C	C	D	D
Bullying	IV	+15 to + 30	A	B	C	D	E
Threatening Behavior, Intimidation, Harrassment	IV	+15 to + 30	A	B	C	D	E
Admin Discretion	IV	+20 to + 30					
Severe Infractions (Admin Handles)							
Extortion	V	+50	C	C	D	D	E
Violation of Drug & Alcohol Policy	V	+50	D	D	E	F	G
Intentional False Fire Alarm	V	+50	E	F	G	G	G
Possession of a Weapon Other than a Firearm	V	+50	E	E	F	F	G
Terroristic Threats	V	+50	C	D	E	E	F
Admin Discretion	V	+50					
Expellable Infractions (Admin Handles)							
Arson	VI	+100	G	H			
Bomb Threat	VI	+100	G/H				

Physical Assault of Staff	VI	+100	G/H				
Possession and/or Use of Explosives	VI	+100	H				
Possession of a Firearm	VI	+100	G/H				
Use of an Item as a Weapon with Intent to Harm	VI	+100	G/H				
Admin Discretion	VI	+100					

Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under

criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

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

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

2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

17. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute

includes the following statement: "The term 'firearm' means (an) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
5. For personal safety or security devices, the student abides by the requirements set forth above.

Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Student Appearance Policy: 1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire may be deemed inappropriate by the administration for the school setting:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that show an inappropriate amount of bare skin.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, illegal drugs, or the inappropriate use of weapons or other inappropriate materials for the school setting as determined by administration.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head wear including hats, caps, bandannas, and scarves, etc.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
7. Clothing or jewelry that is gang related.
8. Eyewear that is not used for the purpose of improving vision.
9. Clothing whose primary use is for nighttime (Pajamas, slippers, etc.)

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

With the first offense of the dress code, the student may call or go home for proper apparel. If clothes cannot be brought to school, the student may be assigned to in-school suspension for the remainder of the day. If available, students may be given the opportunity to wear school provided clothing for the remainder of the day. Students will be allowed to leave campus with approval from the principal or principal's designee to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

G. Law Violations

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Harassment and Bullying Policy:

It is the policy of Emerson-Hubbard Community Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Emerson-Hubbard Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

1. The length of the assignment will be for a minimum of two weeks.
2. The student will report to the office no later than 8:10 a.m. each morning.
3. The student will eat on campus in the office.
4. The student will report to the office at the end of the day, and remain until 4:00 p.m.

Level II: The guidelines for this level are listed below.

5. The length of the assignment will be for a minimum of two weeks.
6. The student will report to the office no later than 8:10 a.m. each morning.
7. The student will eat on campus in the office.
8. The student will report to the office at the end of the day, and remain until 4:00 p.m.

9. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

Level III: This is a long-term assignment. The guidelines are listed below.

10. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate

11. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

Specific Rule Items:

The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.

1. Students are given locker passes or restroom passes to leave a classroom or study hall at the discretion of the teacher.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. The teacher ends classes. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
7. Students are to be in their seats and ready for class when the bell rings.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

Network, E-Mail, Internet and Other Computer Use Rules:

General Rules:

1. The network is provided to staff and students to conduct research and for staff to communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
2. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, 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.
4. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
5. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
8. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
9. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
3. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is specifically not guaranteed to be private. Staff who operates the system has 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.
5. Students may not use school computers for email. Any student accessing or attempting to access e-mail will be dealt with in accordance with the Computer Use Policy.
6. All communications and information accessible via the network should be assumed to be private property of others.
7. Do not place unlawful information on any network system.

8. 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.

Staff, Student and Parent Agreements: Students and parents are required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Additional Information: Each student is allowed one infraction of the rules. If the student is found to have violated any of the rules, the student's access to the computers and internet will be denied access for two weeks. On the second violation of the rules, the student's access to the school's network will be terminated for the rest of the semester.

Internet Safety and Acceptable Use Policy

Internet Safety Policy

It is the policy of Emerson-Hubbard Community Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures

for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. **Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. **Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses

The following are unacceptable uses of the technology resources:

1. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

2. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use; or sending e-mail related to one's own private consulting business.

3. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
4. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
5. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
6. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
7. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
8. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
9. Users shall not copy, change, or transfer any software without permission from the network administrators.
10. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
11. Users shall not engage in any form of vandalism of the technology resources.
12. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Other Policies and Laws

Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

Disclaimer.

The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate

error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter.

A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring

Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions

Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Part 3 Reporting Student Law Violations:

- (1) 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.
- (2) When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse,

in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

(3) 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 Emerson-Hubbard Community 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:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) 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.

Part 4 Due Process Procedure

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.

2. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall to the student and the student's parents or guardian a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.

(b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

(c) A statement explaining the student's right to a hearing upon request on the specified charges.

(d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Emerson-Hubbard Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination,

but no conclusion will be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Extra-Curricular Programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Emerson-Hubbard Community Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Activity Philosophy

Activities are considered an integral part of the school's program of education, which provide experiences that will help physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point that 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. We believe that participation in activities, both as a player 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, to the team, to the student body, to the community, and to 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 people and citizens.

Safety

The District's philosophy is also 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, and to exercise common sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing, preferably prior to the event and handed in at the office, though a note also may be given to a coach/sponsor at the event itself. Only those involved with the activity are allowed to ride in the school vehicle except with permission of the administration.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Activity Code of Conduct

This activity code of conduct is supplemental to the Emerson-Hubbard Community Schools student code of conduct which is in Article 8 of this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves but also their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Emerson-Hubbard Community Schools. It is a privilege for the students who choose to participate. Students who

participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on or off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time. This is a year round policy.

1. Insubordination toward Emerson-Hubbard staff members or staff members of a school where an activity is being held.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a broader interpretation than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).
9. Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Unsportsmanlike conduct involving visiting school teams, officials, or fans.
11. Public indecency.
12. Repeated violation of any of the rules adopted by the school district or the school.
13. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
14. Willfully violating the behavioral expectations for those students riding Emerson-Hubbard Community Schools' buses.
15. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
16. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
17. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
18. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility. [603]

Beginning with enrollment of their 9th grade year and completing their required senior year the following will be carried out throughout the 4-year period. **Note: This policy is a year-round policy.**

Members of any extracurricular activity / student activity will lose their right to participate because of ineligibility, failure to comply with training rules: use of or possession of alcoholic beverages, illegal drugs, abuse of prescription drugs, illegal supplemental muscle enhancers or use of or possession of tobacco products.

Extra-curricular Activities

Student activities include but are not limited to all inter-scholastic contests, public presentations or performances, school functions, athletic competitions and school dances, which includes Homecoming and Prom.

Controlled Substances: Upon exhibiting evidence of having used or been in possession of, alcoholic beverages, tobacco products (this is to include vapor products such as “e-cigarettes” or alternate nicotine products, electronic nicotine delivery systems, illegal drugs, prescription drugs or any other chemical used as a drug, the student will be subject to consequences.

“Exhibiting Evidence”: Police reports, witness by certified staff member, an admission of guilt by the student involved or admission of guilt by the violator’s parent/s or guardian.

Upon the exhibiting evidence, the student and his/her parents or guardians will meet with school personnel, after which a decision will be rendered.

1st Offense in a 4-year period:

- a) Miss 14 days, for any extra curricular activity/s, if self reported within the first 24 hours of the violation. Consequences will begin for the activity/s, with the next contest or the week of the next contest whichever comes first.
- b) Miss 28 days from any extra curricular activity/s, if not self-reported, and or after the 24 hours of the violation.
- c) Both of the above suspensions must have the violator enter into a diversion program, documentation of his/her entrance must be provided and he/she must maintain good standing of the program.
- d) Failure to enter into a diversion program or show good standing will terminate their eligibility to participate in all extra curricular programs for the year

2nd Offense in 4-year period:

- a) Miss 28 days from any extra curricular activity/s, if self reported within 24 hours of the violation.
- b) Miss 56 days from any extra curricular activity/s, if not self-reported, and or after the 24 hours of the violation.
- c) Both of the above suspensions must have the violator enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.
- d) Failure to enter into a drug and alcohol-counseling program or be in good standing will terminate their participation in all extra curricular programs for the 4-year period.

3rd Offense in 4-year period:

- a) The violator will not be allowed to participate/help in any extra-curricular activity, for the remainder of the 4-year period.
- b) An appeal can be asked for, to a committee of sponsors (set up by the school district), 1 year after the date of the 3rd offense. It will be reviewed and determined whether or not to reinstate the violator.

c) If reinstatement is granted, the violator will be required again to enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.

d) Failure to enter into a drug and alcohol-counseling program or be in good standing will terminate their participation in all extra curricular programs for the 4-year period.

e) If violator fails again during this time, no appeals will be allowed and termination of eligibility would be final.

Note:

1) All Violators will be required to attend all practices unless a diversion meeting or substance / alcohol counseling meeting interferes with the practice they would be excused only then for that meeting date.

2) If on 3rd offense this would constitute a termination of attending any practices.

Junior High Policy:

Beginning with enrollment of their 7th grade year and completing their 8th grade year the following will be carried forth thru the 2-year period. **Note: This policy is a year round policy.**

Members of any extracurricular activity / student activity will lose their right to participate because of ineligibility, failure to comply with training rules: use of or possession of alcoholic beverages, illegal drugs, abuse of prescription drugs, illegal supplemental muscle enhancers or use of or possession of tobacco products.

Extra-curricular activities / Student activities include but are not limited to all inter-scholastic contests, public presentations or performances, school functions, athletic competitions and school dances. (THIS INCLUDES HOMECOMING) (Also see Section 7)

Controlled Substances: Upon exhibiting evidence of having used or been in possession of, alcoholic beverages, tobacco products (this is to include vapor products such as “e-cigarettes” or alternate nicotine products, electronic nicotine delivery systems, illegal drugs, prescription drugs or any other chemical used as a drug, the student will be subject to consequences.

“Exhibiting Evidence”: Police reports, an admission of guilt by the student involved or admission of guilt by the violator’s parent/s or guardian. Upon the exhibiting evidence, the student and his/her parents or guardians will meet with school personnel, after which a decision will be rendered.

1st Offense in a 2-year period:

a) Miss two weeks (14 days beginning the 1st Monday of all eligible inter-scholastic competition), if self reported within the first 24 hours of the violation.

b) Miss four weeks (28 days beginning the 1st Monday of all eligible inter-scholastic competition), if not self-reported, and or after the 24 hours of the violation.

c) Both of the above suspensions must have the violator enter into a diversion program, documentation of his/her entrance must be provided and he/she must maintain good standing of the program.

d) Failure to enter into a diversion program or show good standing will terminate their eligibility to participate in any inter scholastic programs for the year

2nd Offense in 2-year period:

e) Miss 4 weeks (28 days) of all eligible inter-scholastic competition beginning the 1st Monday of inter-scholastic contests, if self reported within 24 hours of the violation.

f) Miss 8 weeks (56 days) of competition, if not self-reported, and or after the 24 hours of the violation.

g) Both of the above suspensions must have the violator enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.

h) Failure to enter into a drug and alcohol counseling program or be in good standing will terminate their participation in any inter scholastic program for the 2-year period.

3rd Offense in 2-year period:

i) The violator will not be allowed to participate/help in any extra-curricular activity, for the remainder of the 2-year period.

j) An appeal can be asked for, to a committee of sponsors (set up by the school district), 1 year after the date of the 3rd offense. It will be reviewed and determined whether or not to reinstate the violator.

k) If reinstatement is granted, the violator will be required again to enter into a drug and alcohol-counseling program, documentation of his/her entrance must be provided and he/she must maintain good standing with the program.

l) If violator fails again during this time, no appeals allowed, termination of eligibility would be final.

Note:

a. All Violators will be required to attend all practices unless a diversion meeting or substance / alcohol counseling meeting interferes with the practice they would be excused only then for that meeting date.

b. If on 3rd offense this would constitute a termination of attending any practices.

Those entering from Jr. High School to High School:

1) 1st Offense violators will come into the high school programs with a clean record with no carry over from Jr. High School.

2) 2nd Offense violators will come into the high school program with a 1st offense record of the high school requirement policy.

3) 3rd Offense violators will have to have a review from the committee of sponsors to determine that person's status.

Other Misdemeanors or felonies: a committee of five head sponsors, selected by the High School Principal, for the Emerson-Hubbard Public Schools will consider penalties for other misdemeanors or felonies.

Behavior in school resulting in detentions may result in detentions in practice.

Absences: Excused at the sponsor's discretion if notified in advance.

As representatives of the Emerson-Hubbard Public Schools, students are expected to dress and behave in an exemplary manner. Sponsors will advise the students if they need improvement. Failure to comply may result in a penalty.

Procedures for Extracurricular Discipline

Students may be suspended by the principal or the principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Emerson-Hubbard Community Schools Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.

2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done; an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practical. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parents or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.

5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.

6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.

7. If a hearing is requested, it shall be held within ten calendar days of the request. The superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.

8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.

9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Attendance and Academics:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.

3. Attendance at school.

4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean, and well-groomed appearance.

Nebraska Schools Activity Association Rules

1. The Emerson-Hubbard School District is a member of the NSAA (Nebraska School Activities Association) which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as co-curricular activities. The Emerson-

Hubbard Schools are subject to and governed in part by the rules and regulations for co-curricular activities of the NSAA, which rules and regulations are incorporated into and made a part of this policy.

2. These rules and regulations are available for inspection and review in the office of the athletic director.

3. Summary of NSAA Rules as to eligibility of participants:

(a) All students must be undergraduates, must be high school students in regular attendance

(b) Must have credit on the school records for 20 semester hours for the immediate preceding semester

(c) Must be registered for and taking the equivalent of five classes and doing passing work in at least four classes for the current semester

(d) Must have become regular in attendance on or before the 11th day of the semester in which the activity takes place.

Exception: When a student is prevented from becoming regular in attendance because of a personal illness or quarantine. This rule may be waived upon presentation to the NSAA offices of satisfactory evidence of the cause of such late registration. No other excuse for late registration shall be accepted towards meeting this eligibility requirement.

Students are ineligible if they:

a. Were 19 years of age on or before August 1.

b. Have attended more than 8 semesters (9-12).

c. Were not enrolled in school by the 11th day of school.

d. Did not pass 20 semester hours of credit the immediate preceding semester.

e. Have graduated from high school

f. Compete on an independent team or compete as an independent during the season of that sport.

g. Play on an all-star team during the school year.

i) The parents have changed their residence to another school district and the student has remained in his/her present school. (Exception: If the parents have moved after school year has started, students will be eligible to compete in the current school year.)

i. Are not an amateur.

j. Athletes who change from one sports activity during the same sports season may not compete in the activity for seven days.

Academic Grade Standard for Activities Participation

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation.

A complete eligibility list of athletes will be sent to the Nebraska School Activities Association. Students must meet the NSAA guidelines to remain eligible for competition.

Scholastic requirements as established by the NSAA are:

1. A student will be ineligible for extra-curricular activities for a period of one semester if he/she does not have 20 credit hours of schoolwork for the immediately preceding school semester. First semester freshmen are exempted.

2. All participants must be registered for and taking the equivalent of five classes and doing passing work in at least four classes for the current semester.

In Addition to these rules: If any student in grades 7-12 is failing one or more classes, he or she will be placed on academic probation for one week (in each class). This probation period will be determined after the first two full weeks of each semester in classes that meet every day, the first full 3 weeks of each semester in classes that meet every other day, and every week of the semester thereafter. If the student fails to raise his or her grade in each class to a passing level (70% or better) during the probation week, the student will be declared ineligible for participation

in extracurricular activities for the ensuing calendar week; the down list will be run on Friday mornings and the calendar week of probation/ineligibility will run from 12:00 a.m. Monday to 12:00 a.m. the following Monday. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student's grades are considered passing (70% or better). Conversely, if the student does raise his or her grades to 70% in each class by the time the down list is run the following Friday, the student will be declared eligible for participation.

Extra-curricular activities / Student activities include but are not limited to all inter-scholastic contests, public presentations or performances and athletic competitions. (Also see Section 7) The student will be allowed to practice with his/her team, band, chorus, speech or drama group. (Students will be allowed to participate in all school dances unless they are ineligible due to a violation of the activity code of conduct, see section 3)

NOTE: Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

In order to ensure fairness and objectivity in the administration of the activity eligibility, the principal and/or superintendent shall have the authority to make exceptions to the policy in the event of extenuating circumstances.

Based on NSAA Policy, eligibility status is made every semester during the year. A participant failing to complete requirement #1 must be declared ineligible for competition for the following semester. In the Emerson-Hubbard Schools, this policy applies to all extra-curricular activity participation.

Student Attendance Eligibility

1. In order to be eligible for any co-curricular activity at Emerson-Hubbard Schools, the participant must be in attendance by 10:00 a.m. the day of the activity. Any exceptions to this rule must have approval of the principal.

2. All participants will be transported by school provided transportation such as a school bus, school van, or designated school personnel or parent/guardian driven vehicle. It is the general policy of the Emerson-Hubbard Community Schools that all participating students involved in an activity will ride on school-provided transportation to and from the activities. In unique situations and at the request of parents/guardians, students may be transported by their parent/guardian with Written AND Verbal requests. Also in unique situations, a student may be allowed to drive their own vehicle to the activity with the permission of the coach/sponsor and administration. Written AND Verbal permission must be given by the parent/guardian. Note: In both unique situations stated above, no other students will have allowed to ride with the parties involved unless they are given Written AND Verbal permission by their parent/guardian. Students using alternative transportation will be released from the activity by the coach/sponsor. If the student is to ride with their parent/guardian the coach/sponsor should release the student into the direct supervision of the parents/guardians.

3. All students shall be present at all scheduled practices and functions for the activity in which they are participating unless they are excused by the school activity sponsor or administrator. If a student violates the unexcused absence rule, the student shall be suspended from the next function of that activity. The student may be required to attend certain activity practices and functions during this period of suspension.

4. No school event or rehearsal of events shall be held on Wednesday after 6:15 p.m., with district and state activities exempt.

5. Required practices or rehearsals shall not be held without principal and superintendent approval on days when school is not in session. This does not apply to pre-season football and volleyball practices. A weekend practice shall be granted by the administration only when (1) tournaments or district competition fall on a Monday; (2) state football play-off competition falls midweek limiting regular practice time between games; (3) a holiday limits practice during the week. Practices held on weekends shall be preceded by a written explanation to the parents/guardians and

students shall be excused from these practices for family-related obligations with no penalty assessed against the student's participation. Parents are asked to make such requests to miss practice in writing to the coach previous to the practice.

6. Each sponsor/coach will establish specific training rules and expectations for their particular sport or activity. In addition, all students must adhere to all school policies, and the following expectations apply to all students participating in extra-curricular activities in the Emerson-Hubbard Schools.

7. Truancy for any period of the day will also result in the student being ineligible to participate in the activity (competition or practice) on that particular day.

8. An athlete may be excused from participation in a sport because of physical injury. An excuse from practice or competition may be obtained from the principal or head coach by submitting to such person a signed statement from a physician giving the nature of the injury and stating that the athlete should not practice or compete because of the injury. After receiving an excused absence because of injury, no athlete shall participate in practice or competition without first having submitted a signed statement of a physician to the principal or head coach stating that he/she is physically fit to resume such practice or competition on a short term (1 to 3 days) by the head coach.

Student Participation in Student Activities

Student activities (non-athletic) shall include but not be limited to the following: band, classes and class activities, departmental contests, drama/speech, EH Club, FBLA, FFA, PADA, Quiz Bowl, Vocal, Science Club, and Spanish Club. Students' activities (athletic) shall include, but not be limited to the following varsity, junior varsity and junior high sports: cheer/dance, boys' basketball, boys' track, football, girls' basketball, girls' track, golf, volleyball, and wrestling.

Students involved in student activities shall be held responsible for following rules as outlined in student handbook and board policies including short-term suspension long-term suspension, and expulsion.

Individual Activity Guidelines

Students participating in activities are eligible for activity or athletic letters based on their performance and participation in the activity. Each sponsor/coach will determine the specific requirements for lettering in each activity. Included in these requirements is completion of the season in good standing.

ATHLETICS

BASEBALL

Head Coach: Not currently offered
Asst. Coach:
Season Dates:

BOYS BASKETBALL:

Head Coach: Austin Coffman
Asst. Coach: Lucas Oswald & Gil Ridenour
Season Dates:

GIRLS BASKETBALL:

Head Coach: Payton Saunders & Brianna Ostrand
Asst. Coach:
Season Dates:

CHEER/DANCE

Head Coach: Not currently offered
Asst. Coach:

Season Dates:

FOOTBALL

Head Coach: Jake Kneifl
Asst. Coach: Blake Eriksen, Austin Coffman & Jake Oleson
Season Dates:

GOLF

Head Coach: DJ Smith
Season Dates:

TRACK

Head Coach: Bri Ostrand
Asst. Coach: Austin Coffman, Jackson Belt, Casey Brentlinger
Season Dates:

VOLLEYBALL

Head Coach: Carley Dickens
Assistant Coach: Haley Stapleton & Callie Anderson
Season Dates:

WRESTLING

Head Coach: Truman Wood
Asst. Coach: Janelle Nielsen; Bryon Isom
Season Dates:

ACTIVITIES:

E-H CLUB

Sponsors: Doug Mackling
Season Dates: Throughout the year

Rules Specific to the Activity:

- The club is open to all letter winners.

FBLA (Future Business Leaders of America)

Sponsor: Juanita Wilcox
Season Dates: Year round activities

FFA (Future Farmers of America)

Sponsor: Dylan Huber
Season Dates: Year-round activities including Local, District, State, and National conventions.

Letter Requirements:

In place of letters, FFA members earn degrees with various rankings based on successful participation.

FOREIGN LANGUAGE CLUB

Sponsors: Not currently offered
Season Dates:

INSTRUMENTAL MUSIC

Sponsor: Josie Mikolocyk
Season Dates: Throughout the year

Rules Specific to the Activity:

- Attendance is required at all performances unless previously excused by the director. Each student will be issued a band uniform.
- Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

Lettering Requirements:

Must maintain an "A" average in Band. Must reach a certain level of points aided by these honors:

- Taking a solo or ensemble to District Contest
- Being selected to All-State or another Honor Band
- Demonstrating outstanding leadership, attitude, or improvement as determined by the director.

NATIONAL HONOR SOCIETY

Sponsors: Lacey Matthews
Season Dates: Throughout the year
See Section 5, Article 14

ROBOTICS

Sponsors: Ed Griesel
Season Dates: Throughout the year

SCIENCE CLUB

Sponsors: Ed Griesel
Season Dates: Throughout the year

SPEECH/DRAMA

Sponsor: Kami Murphy/Sandy Ahlers
Season Dates: Throughout the year

STUDENT COUNCIL

Sponsors: MS/HS – Traci Millard, Elementary – Andrea Nieman
Season Dates: Throughout the year

VOCAL MUSIC

Sponsor: Josie Mikolocyk
Season Dates: Throughout the year

Rules Specific to the Activity:

- Attendance is required at all performances unless previously excused by the director.
- Each student will be issued a choir robe, which will include a cleaning fee.
- Any music student who is academically ineligible will be allowed to participate in large ensemble (choir or band) for a concert or pep band at Emerson-Hubbard Schools. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, duets, swing choir and glees. Conference choir or band, honor choirs or bands and district or state music contests are considered extra events and will not be attended by an ineligible student.

Lettering Requirements:

- Must maintain an “A” average in Choir.
- Must reach a certain level of points aided by these honors:
- Taking a solo or ensemble to District Contest.
- Being selected to All Conference Honor Choir.
- Being selected for All State Honor Chorus or another honor choir.
- Demonstrating outstanding attitude, leadership, and improvement as determined by the director.

QUIZ BOWL

Sponsors: Ed Griesel
Season Dates: Throughout the year

Section 1 Fundraising

Clubs and organizations which wish to raise funds to support participation of the student in the activities may do so with a limit of one major fundraising activity per year. All fundraising activities must be approved prior to any agreement with fund raising company and placed on the master calendar by the building principal. Only Emerson-Hubbard School or Booster Club fundraisers are allowed on school property unless special permission is given by the administration or Board.

Section 2 Communication/Concerns

When students and parents have concerns related to an activity in which they or their child is involved, the students and/or parents are encouraged to contact the coach or sponsor of this activity to clarify these concerns. Emerson-Hubbard Community Schools Policy 5.5 Public Complaints Concerning School Personnel states:

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools more effectively for the tasks they are designed to perform. Because of the public nature of education, school personnel are not exempt from criticism. The Board of Education places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary or negative criticism and complaints.

When determining the most appropriate way to address complaints and criticism, the administration shall utilize professional judgment in protecting the best interests of the student(s) and staff member(s) involved.

Grievances, complaints, and communications about employees will most typically be initiated in the following manner:

- (1) If a parent/patron has a concern, the parent/patron will be encouraged to first discuss the matter with the staff member involved, thereby trying to eliminate the dissatisfaction at the first level in an effort to solve the problem formally.
- (2) If the problem is not resolved at this level, the concern may then be extended to the principal and might well include the teacher in a three-way conference.
- (3) If the parent/patron is not satisfied with the response of the conference at the principal level, the concern can then be brought to the superintendent. The superintendent may require the concern to be summarized in a written statement.
- (4) If the problem remains unresolved, the next level of appeal is to the Board of Education.
- (5) The superintendent or his/her designee is assigned the responsibility of developing procedures to ensure that those involved are accorded procedural due process.
- (6) It shall be understood by all parties involved in this procedure that no reprisals, implied or intended, shall be brought against the student involved in the resolving of the concern.

Due to the importance of clear and direct communication to resolve concerns, school personnel will be unable to react or respond to any anonymous letters, telephone calls, or comments. Concerns cannot be fully understood and responded to without clear and direct communication between the student, parents, and coach/sponsor.

"No Cut" Policy

The Emerson-Hubbard Community Schools has a "no cut" policy for students participating at the freshman and junior varsity level of athletics. If numbers reach a level surpassing the established coach to athlete ratio, additional coaches may be hired.

Overnight Stays at Activities

When activities require overnight stay, which has been approved by the administration, the students must recognize that in all cases they are representing the school district and subject to the school districts policies, rules, and regulations. In addition, the following guidelines must be followed.

1. No one is allowed in hotel/motel rooms other than team members.
2. Dress must be appropriate at all times.
3. Do not leave building complex for any reason without permission.
4. All school and athletic rules are to be followed.
5. Students are to be in their room when instructed, and curfews are set by coaches/sponsors.
6. Students are responsible for their rooms. Any damages or theft will be the financial responsibility of the student.
7. Students not associated with the activity are allowed to swim.
8. No visitors after 8:00 p.m. for any reason.
9. Students may not use the motel room phones or pay-per-view movies. Phones are available in the motel lobby.
10. Students may ride only in Emerson-Hubbard school-sponsored vehicles.
11. If problems arise, contact your Emerson-Hubbard school sponsor immediately.

Section 3 Participation Guidelines

The goal of the Emerson-Hubbard Community Schools is to involve as many students as possible in activities offered. While some activities allow for unlimited participation, others are limited due to the nature of the activity or the limitations set by the Lewis and Clark Conference or the NSAA Guidelines. While some activities may allow for unlimited participation on the team or in the club, competitions, conferences, and workshops may be limited in the number of total participants involved. In such cases, the coach/sponsor will determine the eligibility of participants.

<u>Activity</u>	<u>Number of Participants</u>	
Boys Basketball	Varsity - 12-15	7 th Grade through Junior Varsity-Unlimited
Girls Basketball	Varsity - 12-15	7 th Grade through Junior Varsity-Unlimited
Cheer/Dance	Varsity - Unlimited	Grades 9 – 12
Football	Varsity - Unlimited	7 th Grade through Junior Varsity-Unlimited
Golf	Varsity – 4	Junior Varsity-Unlimited
Track	Varsity – Unlimited	7 th Grade through Junior Varsity-Unlimited
Volleyball	Varsity – 14	7 th Grade through Junior Varsity-Unlimited
Wrestling	Varsity – Weight Class	7 th Grade through Junior Varsity-Unlimited
Cross Country	Varsity – 5	7 th Grade through Junior Varsity-Unlimited
E-H Club	Limited to Varsity Athletic/Activity Letter Winners	
Pep Band	Limited to Concert Band Members	
Drama/Speech	Unlimited Membership	
FBLA	Unlimited Membership	

FFA	Unlimited Membership
PADD	Unlimited Membership
Student Council	Limited to those elected by their classmates
Instrumental Music	Limited to Band Members for NSAA Competitions
Vocal Music	Limited to Vocal Music Students for NSAA competitions
Spanish Club	Unlimited Membership
Science Club	Unlimited Membership

While we encourage all students to participate, coaches and sponsors reserve the right to respond to student individual concerns such as, but not limited to, disruptive behavior, non-compliance with activity or school rules and regulations, failure to attend required activities, and failure to meet training rules expectations. The coach/sponsor reserves the right to take action in these matters, which may include suspension or dismissal from the activity. Additional specific rules and disciplinary action may apply to each individual activity.

Physical Examinations

Each year a complete physical is required of each student before she/he may participate in any phase of the interscholastic athletic programs at Emerson-Hubbard Junior or Senior High School. The student shall obtain a physical examination card from the school office and present this to their doctor and parents for completion. The signed and completed form must be returned to the Athletic Director prior to the checking out of any equipment and participation in any organized practice. In accordance with the Nebraska School Activities Association rules, examinations after June 1 are sufficient for participation in a full year program.

Practices

Consistent practices and rehearsals are key to the success of student participating in activities. From activity participation, students learn the level of commitment and dedication necessary to be successful. Understanding this, the Emerson-Hubbard Community Schools has set the following guidelines for practices. A practice is any activity related to athletic participation in which the student/athlete is under the supervision of the coach or sponsor.

1. Practices will normally be held Monday - Friday and limited to a maximum of 2.5 hours of practice activity per day. Practices normally begin at 3:45 p.m.
2. Pre-season practices before the beginning of the school year are limited to NSAA regulations.
3. Wednesday practices will be concluded by 6:15 p.m.
4. A Sunday practice shall be granted by the administration only when
(1) tournaments or district competition fall on a Monday, (2) state football playoff competition falls midweek limiting regular practice time between games, (3) a holiday limits practice during the next week.
5. In coordination of activities in the gym, some practice may be required before school or in the evenings. Such practices must be approved by the building principal prior to scheduling of the practices to ensure appropriate gym use coordination. In such cases, before school practices may not begin before 6:00 a.m. and students must be dismissed by 8:00 a.m. In the event of evening practices, practices are limited to 2.5 hours of participation with students being dismissed no later than 8:30 p.m. Students, sponsors and coaches must be aware that academic programs and success always take priority over extra-curricular activities.
6. In the event of severe weather, when school is dismissed or there is an early dismissal or late start, practices during these times will also be canceled. Parents have the option of excusing their child from practice when they believe severe weather dictates the student stay at or return home with no penalty assessed against the student's participation. Coaches are encouraged to watch the weather, and if the upcoming day presents a probability of extreme hot temperatures, they may schedule practices for before-school hours.
7. In the event that two activities in which a student participates are scheduled at the same time, the two sponsors

and student should meet and agree on the practice and competition/activity participation obligations of the student. If the sponsors and student cannot agree, the principal will mediate an agreement with emphasis being placed on the activity with the next upcoming competition. The decision made will in no way negatively impact the student's eligibility or future participation in either activity.

Sponsored Activities by Emerson-Hubbard

The Emerson-Hubbard Community Schools will support all NSAA activities in which Emerson-Hubbard students are participating. In addition, the school will support students participating in state activity competitions or honors programs hosted by state organization in which the Emerson-Hubbard Schools sponsors a local organization. Only those students who are representing the Emerson-Hubbard Community Schools in the competitions or honors programs will be supported financially by the school. Student attending such activities as club members but not participating will be personally responsible for the cost of the activity, or, if approved by the club, supported through club activity funds.

Any programs which are not NSAA sponsored activities or school organization sponsored state activities, will be the responsibility of the student and parents. The school will not be responsible for any cost, including but not limited to, supervision, transportation, lodging, meals or registration. In such situations, the parents will be responsible for providing the necessary financial support, supervision and transportation for students participating in such activities. With the parents written permission, students will be excused from school to participate in such activities.

In situations where students qualify through school-sponsored organization to compete in national competitions, the school financial support will be limited. The school will support 50% of the transportation, lodging, and registration costs up to \$500 per student and up to \$1,000 per organization each year. The school district will also provide for transportation, lodging, registration, and meals for one sponsor to attend national meeting when students have qualified and are competing at the national meeting.

State Tournament Participation

Athletic/activity individual and team qualifications for the state tournament is an honor in which these students have an opportunity to participate and represent the school. In cases where entire teams qualify and are challenging for the state championship, if local interests support a dismissal of school to allow students and employees to attend, this decision will be made by the superintendent of schools based on the many considerations effecting instruction and the school calendar.

Teams and individuals qualifying are eligible to attend based on the NSAA limitations. As this is a varsity competition, the school will provide for only varsity team members who are recognized varsity team members during the district competition or individual qualifiers. In the case of sporting events, the school will provide for transportation for the cheerleaders and pep band. Other considerations will be based on finances, competition schedule, and supervision; and are subject to the approval of the sponsor, athletic director, principal and superintendent. All other students must make their own personal arrangements to attend.

Student Activity Attendance

Students not involved as a participant in an activity will not be dismissed from school to attend the activity unless they accompany their parents or school is dismissed for the entire district to attend the activity. These absences will count as part of the attendance policy. Students who are absent from school without meeting these criteria will be counted as having an unexcused absence.

Transportation to and from Activities

All participants will be transported by school provided transportation such as a school bus, school van, or designated school personnel or parent driven vehicle. It is the general policy of the Emerson-Hubbard Community Schools that all participating students involved in an activity will ride on school provided transportation to and from the activities. In unique situations and at the request of parents/guardians, students may be transported by their parent/guardian if an Alternative Transportation Form has been completed (preferably this is done prior to the activity, but a note also can be given to a coach/sponsor at the activity itself). Alternative Transportation Forms are available in the school office.

Students using alternative transportation will be released from the activity by the sponsor into the direct supervision of the parents/guardians.

Concussion Awareness

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

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

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

6. Effective Date.

This policy becomes operative on July 1, 2012. The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

Concussion: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. Emerson-Hubbard Community Schools will implement NDE's procedures outlined in "Bridging the Gap from Concussion to the Classroom" as its "Return to Learn" protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Student Fees Policy

The Board of Education of Emerson-Hubbard Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student 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 program 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 "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required 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 or 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 & 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, erasers, notebooks, trappers, protractors and math calculators. 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) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) 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.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject 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 mean student 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 wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. 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, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for 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 for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary 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 postsecondary educational institution.

(6) 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.

(7) 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 of 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 duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) 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.

(9) 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.

(10) 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 parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) 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 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-price lunch program is not required to qualify for free or reduced price lunches for 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.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, 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.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund 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 students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix"1" Student Fees Policy of Emerson-Hubbard Public Schools—Additional Specification of Required Materials and Fees:

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)¹ <u>or</u> Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Blue notes shirts and dark pants
Music -Optional Blue Notes Honor Choir	Coordinating group attire	
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

¹ Generally, dollar amounts are stated in terms of "maximums."

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for them personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.

Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$45.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses, Driver's Education	Classes offered during the Spring, Summer, or at night	Drivers education class provided and cost set annually by Northeast Community College.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading, Dance and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is \$20.00 per semester or \$40 per year for use of school owned instrument. Uniforms for the marching band will be supplied by the school; student's may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$150
Clubs/Organizations		
Skills USA	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.

Future Business Leaders of American (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club. Student must be enrolled in at least one semester of a business course.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$30.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Section 22 Insufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$25.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy

and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

Emerson-Hubbard Public Schools does 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.

Section 2 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	Elementary Principal
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: 109 West 3rd Street, Emerson, Nebraska 68733, telephone number 402-695-2621.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. Emerson-Hubbard 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: Emerson-Hubbard 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, Emerson-Hubbard Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place 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 work place, 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, class room 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 and 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 Emerson-Hubbard 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.

Section 4 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.

Section 5 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 the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. 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.
7. 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.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. 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.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney,

auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone 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;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Emerson-Hubbard 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 Emerson 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.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The District will 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.

Section 8 Notice Concerning Staff Qualifications

The District gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians 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/guardians 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, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

It is the policy of Emerson-Hubbard 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 Regard 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 place 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 of 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:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Emerson-Hubbard 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.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.

3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. 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 administrator 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.
9. 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.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. 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.

B. Title I Parental and Family Engagement Policy

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

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

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:

1. 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;
2. frequent reports to parents on their children's progress; and
3. 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, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
5. 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;
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. 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;
8. 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;
9. May train parents to enhance the involvement of other parents;

10. 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;
11. May adopt and implement model approaches to improving parental involvement;
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I;
13. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
14. 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.

Section 11 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 provisions 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:

1. 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;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. 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 the 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 the 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 Emerson-Hubbard Public Schools based on it being the school of origin, the new school and Emerson-Hubbard 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 cost for transportation shall be shared equally.

**RECEIPT OF 2026-2027 PARENT-STUDENT HANDBOOK
OF EMERSON-HUBBARD COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2026-2027 Parent-Student Handbook of Emerson-Hubbard Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

Drug-Free Schools Statement: Receipt shall also serve to demonstrate you as parent or guardian of a student attending Emerson-Hubbard Community Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against 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 as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:
Building Principal's Office

2026-2027

TEACHER HANDBOOK

EMERSON-HUBBARD COMMUNITY SCHOOLS

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Emerson-Hubbard Community Schools Teacher Handbook 2026-2027 School Year

MISSION STATEMENT

The mission of the Emerson-Hubbard Community School is to empower students to apply their skills and knowledge to become productive and contributing citizens.

DISTRICT STRATEGIC PLAN

2020-2025 Goals

1. We will create and maintain a district-wide positive culture that promotes strong character, citizenship, and the social, and emotional health of all students and staff.
2. We will deliver the highest quality education for each student, using evidence based strategies, to meet and exceed state standards.

FOREWORD

Section 1 Intent of Handbook

Welcome to Emerson-Hubbard Community Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Emerson-Hubbard Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Emerson-Hubbard Public Schools and the Emerson-Hubbard Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://meeting.sparqdata.com/Public/Organization/Emerson-Hubbard>.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of

this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2026-2027 and subsequent school years unless replaced by a later edition.

Article 1 – CONTRACT DAYS

Section 1 Contract Days

Teachers are contracted for 185 of contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent's designee.

Section 2 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

On or after March 15 of each school year teachers may be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent or designee. A teacher will be expected to devote full time during days of school to the teacher's position and to perform the assigned duties diligently and faithfully to the best of the teacher's professional ability. Job descriptions, where available, may provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be

upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File, Certificates and Transcripts

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file. Teachers may inspect their files, with the exception of credentials, at any time.

All teachers must see that their teaching certificate is properly registered in the office of the Superintendent at Emerson-Hubbard Community School. Our superintendent will sign the certificate, a copy will be made and placed in your file. The original will be returned to you.

Official transcripts of all your college work must be filed in the superintendent's office.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff, and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the payroll date each month. In no event shall the Board advance more than one month's salary to any staff member. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the teacher.

Section 8 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. All requests for purchases must be requisitioned through the superintendent's office. Purchase Orders will be available to all staff members and they must have a number assigned before they can be issued. If you do not follow this procedure, you will be responsible for payment for the supplies you order.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by the school superintendent. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the school superintendent before making such purchases.

Section 9 Injuries at Work

Accidents

In the event of an accident, the first response is to respond to any emergency. If anyone is injured in an accident, you must make sure that they receive immediate medical attention including First Aid and/or placing a call to 911.

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

As soon as the emergency is over and the injured worker or student has been tended to, the review of the accident should begin.

Forms will be provided for use in the event of a staff accident. The staff accident report is available in each building principal's office. Completed forms should be placed on file in the Superintendent's Office.

The primary purpose for reviewing the accident is to provide accurate information so that the proper action can be initiated to prevent the accident from occurring again. The first step in preventing recurrence of an accident is to review the accident and take positive action to remove or modify its causes.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork found in each school office.

Lifting

To prevent injuries from lifting, employees should follow the following recommendations.

When lifting objects stand close to the object with feet spread for balance, squat down with a straight back and knees bent, lift slowly with your legs until straight, return your back to a vertical position, and turn by moving your feet, not twisting your body.

When at all possible, use two wheel dollies for moving larger materials. For safety, store heavy items on lower shelves. Team lifting, using two or more people, should be employed with heavy items.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leaves

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

Section 3 Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal.

Section 4 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher’s health coverage under a “group health plan” will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teacher’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if he or she has been employed with Emerson-Hubbard Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Emerson-Hubbard Community Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or

continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The teacher may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The teacher must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact Emerson-Hubbard Schools at (402) 695-2621.

Section 5 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 6 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

Section 7 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 8 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period as will, when considering the employee's non-working time, total 2 consecutive

hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of a teacher's employment position.

All employees may be required to serve supervision as designated by the Principal at the playground, lunchroom and/or hallway.

Teachers shall attend meetings assigned by the Superintendent of Schools and principals. Meetings will occur only when deemed necessary by the principal or administration. Meetings will be held at a time announced by the building principal. Items that you would like to see covered in the faculty meeting should be discussed with the principal in advance, so they can be added to the agenda.

The facilitation of a successful Individual Education Plan (IEP) for special needs students is the key to academic success for those students. The Federal Individuals with Disabilities Education Act (IDEA) requires participation in the IEP. Teachers and staff requested to participate in the IEP are expected to attend the meeting unless previously excused by the building principal.

Section 2 Arrival to Duty Assignments

All teachers are to be in the building by no later than 7:45 a.m. and remain on duty until 4:00 p.m.

Section 3 Leaving School

Teachers are to be always on duty during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans and Sub Folder

Teachers must prepare weekly lesson plans and have them completed for the upcoming week by Monday mornings by 8 a.m. The plans must be in a format accessible to the building principal through the use of Planbook.

In order to make the process as smooth as possible for the substitute teacher, the following information will be compiled by each teacher and included in a substitute folder which will be kept in the classroom and made available to the sub when he/she arrives to fill in.

Please include the following information in your sub folder:

- * Attendance and tardy procedures
- * Fire and tornado exit information
- * Bell schedules
- * Lunch schedules
- * Your teaching schedule
- * Class expectations per class or per room
- * One or two extra activities a sub can use if necessary.
- * Any other special information or procedures you believe the substitute should be aware of.

Section 5 Daily Class Records, Textbooks and Inventories

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student. Attendance will be taken during each attendance period.

Upon request, a student's individual record in the teacher's class record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

A record is to be kept of assigned textbooks/equipment issued to students. Fines are to be assessed for damaged or lost books. Textbooks are to be inventoried before school begins and again at the end of the school year. Copies of inventories are to be emailed as an attachment to the building principal at the end of each school year.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Use of Cell Phones and School issued Computer
Respectful and professional use of cell phones is expected. Personal calls or texting should occur ONLY during non-instructional times (when students are not present), and not during class, meetings, or trainings. Cell phones should be placed on silent during instructional periods.

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. The only exception to these rules is in the case of emergencies. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

Each teacher will be issued a computer for school use. Upon filling out the laptop usage form and payment of \$10, staff may use the laptop for appropriate personal usage.

2. Use of Teacher Aides (Paraprofessionals)

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A teacher aide is not a sufficient substitute for a teacher's duties. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

3. Use of Student Aides

When Student Aides are used, an agreement must be signed by the student, teacher, parent, and principal which states the expectations. Failure to meet those expectations will result in the student no longer being an aide.

4. Classroom Environment

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

VOCATIONAL CLASSROOM/MAINTENANCE/CUSTODIAL

Once each semester, the vocational classroom teacher is responsible for teaching safety regulations on all equipment students will be using and in the general laboratory area. Students will be trained in the use of machinery,

chemicals/supplies, and tools and the use of appropriate body protection. Prior to use of the laboratory, students will be required to demonstrate to the teacher their knowledge of safety in the vocational laboratory.

Employees should use the following general safety rules:

- 1) Follow all safety directions identified on any equipment used.
- 2) Use every safe guard provided.
- 3) Act safely, free of any running, horse play or inappropriate behavior.
- 4) Do not wear loose clothing, torn sleeves, key chains, rings, etc. which may be caught in the machinery.
- 5) Do not work in areas where eye hazards exist without using eye goggles or full-face protection, whichever is required.
- 6) When lifting, use your legs to lift, set your feet firmly, bend your knees, keep your back straight, and do not twist your body. If the object is too heavy, get help.
- 7) Keep your work area clean and free of loose objects, stumbling or tripping hazards, rubbish, etc.
- 8) Operate the machine only after you receive thorough instructions.

5. Safety, Drills and Evacuation Plans for Emergencies

The fire extinguishers are checked and maintained on a regular basis. Building staff should be aware of the location of fire extinguishers throughout the building. Drill procedures and evacuation procedures will be posted in each classroom.

In the event of fire, serious storms, or emergencies that would require the building to be emptied and/or safe shelter sought, follow the evacuation plan. For evacuation of the building due to fire or emergency, the fire drill procedures and evacuation plans will be followed as posted in the classrooms. In the event of a serious storm, the student will be directed to the basement below the level of the main building.

Section 7 Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Students are not to enter the building prior to 7:45 a.m. or to remain in the building later than 4:00 p.m. unless requested and under direct supervision of a faculty member.

Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If

an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher's responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.

- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher's supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal and office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal or school nurse cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodation should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the restrooms, at assemblies, at pep rallies, in other open spaces and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the Principal. Be sure to state the problem clearly and expectations in terms of assistance, as, at times, the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District. Please consider the student handbook as an extension of the teacher and classified staff handbooks.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in the District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office or school office; except for students who have a diabetes self-management or asthma self-management plan. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Section 11 Daily Bulletin, Scheduling Events and Field Trips

The daily bulletin will be on PowerSchool each day for the MS/HS students and staff. Please take time at the beginning of second period to read the announcements to the students in your class.

The school activity calendar contains all school-connected events for the entire school year. Teachers desiring knowledge of coming events should use it as a reference. The platform used to house school activities is rschool today -

<https://www.lewisandclarkconference.org/public/genie/685/school/6/>

The school activity calendar is the official place to record scheduled school events occurring outside the normal teaching day as well as meetings scheduled during the school day. Any teacher planning a school event, field trip, etc. should first secure approval of the principal. All events should be scheduled well in advance of the desired date.

Educational value is inherent in well conducted and properly followed-up school field trips. First, get consent from the principal to take your class on the trip. Be sure transportation requests and other arrangements have been cleared through the principal's office. Before any trip is taken, a permission form must be filled out by the parents/guardians stating that they approve of their child's absence from school. See administrator for proper forms. Any student not returning the form shall be excused from the trip.

Class or organizational meetings scheduled during the school day should first secure approval of the principal. Meetings should be scheduled well in advance of the desired date. If more than 15 minutes is needed for any one class or organization's meeting, special arrangements should be made. (i.e. Hold the meeting before or after school, over lunch etc.)

If school is dismissed early because of adverse weather or if there is no school because of weather NO practice or student meetings of any kind may take place, unless approved by administration.

Section 12 Fundraising and Collection of Money

All fundraising must be approved by the administration prior to the fundraising activity. Sponsors must provide a reason/goal for having a fundraiser.

Any money collected during the day is to be turned in to the Superintendent's office or Principal's Office before the close of the school day, along with a completed deposit ticket. A receipt should be issued when money is collected from students, no matter how small the amount.

If your organization was in charge of collecting money, as a sponsor you are responsible to fill out and initial the deposit ticket. The money as well as the deposit ticket is to be turned into the Superintendent's Office or Principal's Office. To insure deposit on the current day, the funds will need to be turned in by 12:00 p.m. Following the deposit, a copy of the slip will be returned

to the sponsor for class or organization records. Please contact one of the secretaries in the superintendent's office if you have any questions. *Under no circumstances should money remain in your possession past the close of the school day.*

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members to influence professional decisions.

- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest

Teachers must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The teacher is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration.
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
 - c. Conviction would impact performance of teacher's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Emerson-Hubbard Community Schools;
 - ii. Would impact the teacher's ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
 - iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Emerson-Hubbard Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher's position.

3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher’s notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher’s confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Emerson-Hubbard Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

C. Tobacco

The use of tobacco products is prohibited on school grounds.

“Tobacco products” means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

Using e-mail, text messaging, instant messaging, or social networking sites to discuss with

- a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Fridays will be a casual dress day. Jeans may be worn and sweatshirts and t-shirts with school colors or school logos are acceptable.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours without the prior permission of the Superintendent. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation

All employees must register their driver's license with the school district insurance agent prior to driving a school vehicle. Registration of the driver's license can be completed through the Superintendent's Office. Training must be completed at the beginning of each school year to meet the requirements of NDE's safe pupil transportation.

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. The only exception is in the case of emergencies.

Article 6 – ACADEMIC MATTERS

Section 1 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 2 Measuring and Reporting Academic Achievement

Grades, Grading and Report Cards. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards and progress reports. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period.

The student and teacher should work together to develop a plan for the completion of the missed work when a student is absent from class. The student should be expected to complete the make-up work.

Each teacher shall record grades in the daily class record or in Powerschool. Enough grades must be recorded to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns.

The 6th – 12th grade students operate on a semester grading system. Each nine weeks, a mid-term report will be sent to the parents. Teachers who have students failing should send out progress reports or contact parents more often. Regular reporting of unsatisfactory progress is critical in improving student performance. It is your responsibility to regularly report progress to parents and to keep them informed.

The K – 5th grade students operate on a quarterly grading system.

The grading system to be used in all grades is as follows:

<u>Grades 6th – 12th</u>	<u>Grades K – 5th</u>
94-100----- A	4 – Mastery
86-93 ----- B	3 – Proficient
78-85----- C	2 – Developing
70-77----- D	1 – Novice
0-69----- F	

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades should be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue may result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be approved by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

Section 3 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent and in advance.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed before the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

Section 2 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 3 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District.

As a condition of using the computers and the Internet, teachers agree to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the

District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 4 Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

Section 5 Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal or maintenance personnel. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must promptly report it to the Principal so the item may be replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

Section 6 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.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal's designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, 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.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education,

Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
 One Petticoat Lane
 1010 Walnut Street, 3rd Floor, Suite 320
 Kansas City, Missouri 64106
 (816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
 Gateway Tower II
 400 State Avenue, Suite 905
 Kansas City, KS 66101
 (800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Emerson-Hubbard Schools; 109 West 3rd St.; Emerson, NE (402) 695-2621.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Dustin Nielsen
Title IX	Discrimination or harassment based on sex; gender equity	Tricia Langholdt-Vannatta
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Dustin Nielsen
Homeless student	Children who are homeless	Dustin Nielsen

laws		
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dustin Nielsen

Section 3 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

**RECEIPT OF 2026-2027 TEACHER HANDBOOK
OF EMERSON-HUBBARD COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2026-2027 Teacher Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District's policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination.

Date: _____

Teacher's Signature

2026-2027

Classified Employees Handbook

Emerson-Hubbard Public Schools

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Receipt of Handbook

FOREWORD

Welcome to Emerson-Hubbard Public Schools! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “classified employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member’s responsibility to seek the administration’s interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://meeting.sparqdata.com/Public/Organization/Emerson-Hubbard>

This handbook will be in effect for the 2026-2027 and subsequent school years unless replaced by a later edition.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day.

Classified staff will be paid for up to three (3) snow days when school is not in session due to the weather.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees may be asked in the spring whether they wish to continue employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, may provide additional information about the position duties.

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy or this handbook.

Section 5 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Employees must receive prior approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the Superintendent. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 6 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. An employee who falsifies their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

The District’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school's leave request and system. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

Section 2 Paid Leave

All custodial and clerical support personnel who work on a twelve-month basis shall be granted one week paid vacation during the second full year of their employment. Beginning with the third full year of employment, support personnel shall be entitled to two weeks of paid vacation. Beginning the eleventh full year of employment, support personnel shall be entitled to three weeks of paid vacation. Beginning the sixteenth full year of employment, support personnel shall be entitled to four weeks of paid vacation. Vacation times are to be arranged at a mutually agreeable time between the supervisor and the staff member and shall not necessitate the hiring of a substitute worker. Vacation does not accrue from year-to-year but lapses if not taken during the year of entitlement. Furthermore, in the event of termination of the employment, pro-rated pay for unused vacation time for that year. This entitles the district to withhold any such overpay from the employee's pay upon termination. *All vacation and personal days must be used before July 31st.

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted.

Definition:

The "immediate family" shall include spouse, child, step-child, mother, father, step-mother, step-father, brother, sister, parent-in-law, grandparent, grandparent-in-law, grandchild, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.

Sick Leave

1. Days to be included under sick leave are:
 - a. Personal illness or injury.
 - b. Sickness in the immediate family, which places a moral obligation upon the faculty member to provide care.
 - c. Child birth and complications of pregnancy.
2. At the beginning of each school year every faculty member shall be credited with ten (10) days of sick leave, the unused portion of which shall be accumulated from year to year to the maximum of Forty Five (45) days. Once the employee's sick leave bank has accumulated its maximum of 45, a bonus for any unused sick days that do not transfer over will be paid in July at a rate of \$20.00 per day.
3. Loss of accumulated sick days can be levied against any faculty member found guilty of abusing the privilege. Furthermore, a doctor's affidavit may be demanded at the Board or Superintendent's discretion.

Bereavement Leave

1. A five-day bereavement leave, per occasion of death in the immediate family, shall be granted for each faculty member's request.
2. Faculty needing other bereavement leave shall be granted the use of sick leave as requested.

Personal Leave

1. At the beginning of each school year faculty members shall be credited with three (3) personal leave days (full-pay day). Each classified employee may carry over one (1) unused full-pay day to the following school year. A classified employee may have a maximum of four personal leave days consisting of three (3) full-pay days and one personal day carried over from the previous year. *All vacation and personal days must be used before July 31st.
2. With the exception of emergencies, those desiring a personal leave must submit such a request to the Superintendent for final approval at least two (2) days in advance.

Snow Day Pay

1. Each classified staff member will receive up to 3 paid snow days during the course of a single school year.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

Definitions:

The "immediate family" shall include spouse, child, step-child, mother, father, step-mother, step-father, brother, sister, parent-in-law, grandparent, grandparent-in-law, grandchild, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.

Section 5 Unpaid Leaves

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee’s health coverage under a “group health plan” will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Emerson-Hubbard Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or Emerson-Hubbard Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

Section 12 Holidays

All support personnel shall be entitled to certain paid holidays, provided that the employee is normally on duty immediately prior to and following the particular holiday in consideration. Thus, employees would be entitled to only those paid holidays falling during their times of work. One day each shall be provided for the following holidays: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day

for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

Section 5 Supervision of Students

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
 - Report to all duty assignments on time.
 - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
 - Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.

- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee's supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as appropriate, which may include making a report to the administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell your immediate supervisor immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the

- problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 6 Reporting Child Abuse

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Emerson-Hubbard Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.

2. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job-related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign unqualified personnel tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;

7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with

a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's

parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

Section 5 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, texting, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee’s confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District’s evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District’s mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee’s immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

Section 11 Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control.

The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited on school grounds.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

Section 4 Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities during any weekend or evening use.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 5 Recording of Others

To ensure the privacy and confidentiality of student information, no employee is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all staff, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Emerson-Hubbard Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment, or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for

the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

(800) 877-8339 (telecommunications device
for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000
TDD: (800) 669-6820

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with nondiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Emerson-Hubbard Public Schools, 109 West 3rd Street, Emerson, Nebraska 68733; Phone: (402)695-2621.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Dustin Nielsen
Title IX	Discrimination or harassment based on sex; gender equity	Tricia Langholdt-Vannatta
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Dustin Nielsen
Homeless student laws	Children who are homeless	Dustin Nielsen
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dustin Nielsen

Section 3 Anti-discrimination & Harassment Policy

Emerson-Hubbard 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, and other

employees, students or other persons is prohibited. In addition, the District will endeavor 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 sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment 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.
3. Sexual harassment has been 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:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. 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.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.

2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will promptly and 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 or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for

reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances.

**RECEIPT OF 2026-2027 CLASSIFIED EMPLOYEE HANDBOOK OF
EMERSON-HUBBARD PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2026-2027 Classified Employee Handbook of Emerson-Hubbard Public Schools. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

School	2023-2024	2024-2025	2025-2026	2026-2027
Emerson-Hubbard	\$115	\$140	\$145 full day 1/2 day \$72.50; 11+ days long term sub pay	
Pender	\$135			\$170 full day 1/2 day \$85; 11+days long term sub \$214.50
Niobrara	\$150	\$160	\$175	
Bloomfield	\$135	\$135		
Allen	\$110			\$145 full day 1/2 day \$72.50
Wakefield	\$125			\$170 full day 1/2 day \$100
Hartington-Newcastle	\$130			
Crofton	\$135			
Homer	\$140	\$140		\$150 Days 1- 20/\$160 days 21-50/ \$190 days 51 plus
Wynot	\$125			
Verdigre	\$130			
LCC	\$145	\$145	\$145	
Ponca	\$125			\$150 full day 1/2 day \$80
Randolph	\$140	\$155	\$165	
Winnebago	\$210	\$210	\$210	
Wayne	\$155			
Winside	\$150	\$150	\$150	
SSC	\$145			
Wausa	\$125			
Creighton	\$135	\$135		
Walthill	\$172	\$180	\$185	
Verdigre	\$130	\$130	\$130	
Bancroft			\$150	
Lyons-Decatur Northeast			\$150 1-10 days; \$165 11-20 days; \$180 21+ days	
Avg. w/ EH	\$139.18	\$152.70	\$160.50	
Avg. w/o EH	\$140.33	\$154.00	\$162.22	

Donell Watkins

Emerson Hubbard Elementary

Emerson NE 68733

7/13/2026

Emerson Hubbard Board of Education,

This letter is my formal notice of resignation from my position as elementary secretary, effective August 31, 2026.

I am grateful for the opportunity to have served the students, staff and patrons of Emerson Hubbard for the past 32 years. It's time to retire!

Sincerely,

Donell Watkins





EMERSON-HUBBARD COMMUNITY SCHOOLS



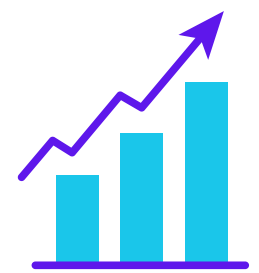
Putting the **UNITY** in Community!

2026–2031 Strategic Plan

Guiding Principles of Focus

Academic Learning and Success

Establish coherent instructional and curriculum systems that support effective teaching and high levels of student learning.



Personnel Effectiveness

To ensure staff are well-prepared, supported, and accountable to effectively implement district priorities and improve student outcomes.



Student-Centered Learning Environment

To create a supportive, student-centered learning environment through consistent systems of academic, behavioral, and social-emotional support.



Board Governance

Building strong partnerships with stakeholders and establish a shared vision for culture, accountability, and high expectations across the district.



School Improvement Goal

Achievement Score Growth

Increase the percentage of students that are at or above grade level from the fall to spring measured by the NWEA MAP Growth data in ELA and Math.



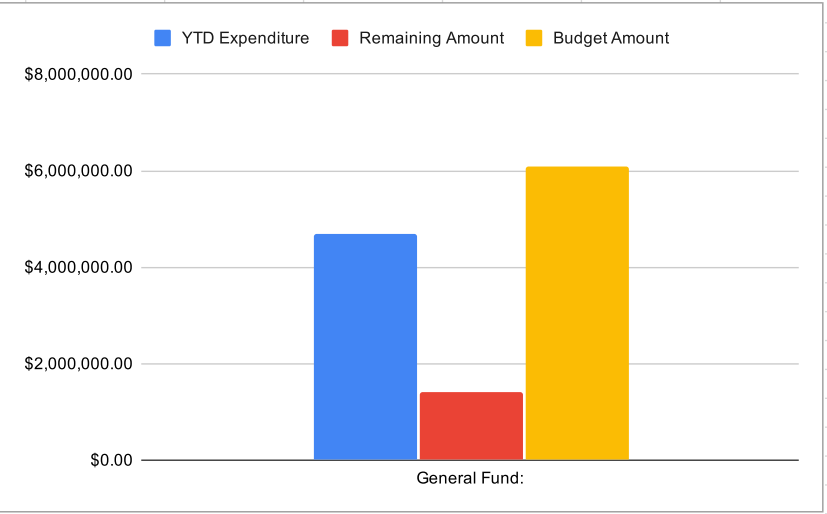
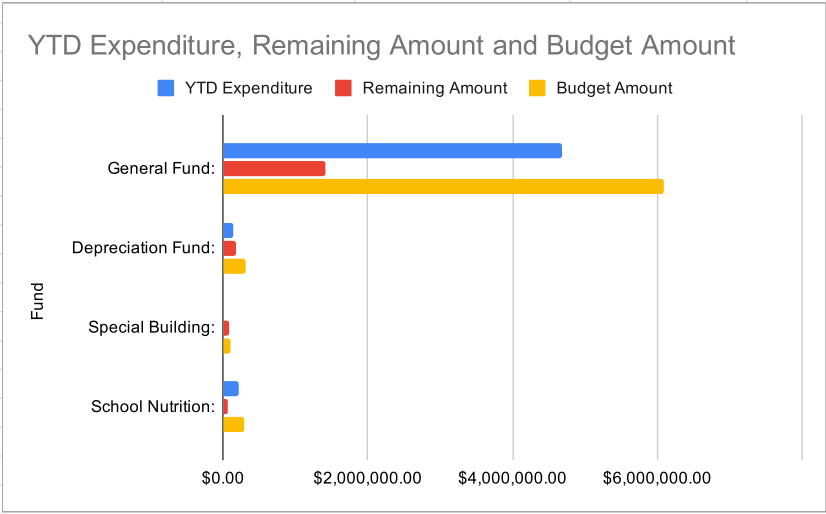
emersonhubbardschools.org



(402) 695-2621



2025-2026 Expenditure Report for Board Meeting											
Fund	YTD Expenditure	Remaining Amount	Budget Amount	Percent Remaining							
General Fund:	\$4,687,913.00	\$1,406,459.00	\$6,094,372.00	23.08%							
Depreciation Fund:	\$133,538.00	\$172,035.00	\$305,573.00	56.30%							
Special Building:	\$8,255.00	\$92,755.00	\$101,010.00	91.83%							
School Nutrition:	\$226,455.00	\$74,545.00	\$301,000.00	24.77%							



JULY
2026

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

JOIN US *For the*

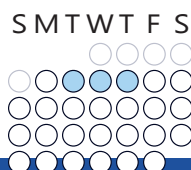
To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.
All Dates & Locations Tentative & Subject to Change

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASBe This Month?*

Ashland Greenwood; Axtell; Blue Hill; Centura; Chicago, IL; Elba; Falls City; Gering; Kearney; Lakeview; Leigh; Lincoln; Morrill; Norfolk; Norris; Sandy Creek; Schuyler; Washington, DC; Winside; and Yutan

For ... Board Retreats, Engagement, Events, National Conferences, Strategic Planning, and more! *Items currently scheduled



JULY
2026

JULY

ALICAP Summer Workshops

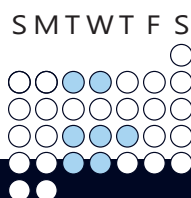
THIS
WEEK!

Tuesday, July 7 - Gering Civic Center

Wednesday, July 8 - Kearney Younes Conference Center South

Thursday, July 9 - Lincoln Marriott Cornhusker Hotel

ALICAP



AUGUST
2026

AUGUST

NASB Board Candidate Workshops

Tuesday, August 4 - Alliance and Beatrice

Wednesday, August 5 - McCook and Bellevue

Area Membership Meetings begin Tuesday, August 18th

Tuesday, August 18 - Cody-Kilgore

Wednesday, August 19 - Gering

Thursday, August 20 - Kearney

Tuesday, August 25 - Nebraska City

Wednesday, August 26 - South Sioux City



Look for Legislative Candidate Meet & Greets coming this August and September too!



NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org

JULY
2026

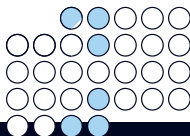
NASB BOARD QUICKS

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2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2

SMTWTF S



SEPTEMBER
2026

SEPTEMBER

Area Membership Meetings

Tuesday, September 1 - Omaha
Wednesday, September 2 - North Platte
Wednesday, September 9 - York
Wednesday, September 23 - Fremont



Labor Relations - September 29-30 - Lincoln

Now Hiring - Events & Engagement Associate!

YOUR 2026 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit:

<https://members.nasbonline.org/about-us/affiliate-members>

ALICAP

AMERICAN FIDELITY
a different opinion

**AMERICAN
PLAYGROUND
& RECREATION**

BCDM
architects

Boyd Jones

BVH
ARCHITECTURE

**CLARK &
ENERSEN**

CMBA
ARCHITECTS

D|A DAVIDSON
FIXED INCOME CAPITAL MARKETS
D.A. Davidson & Co. member SIPC and FINRA

Diamond
Communications

envise

**Facility
Advocates**

HAMILTON
Business Technologies

Hausmann

Helm

NEBRASKA
LIQUID
ASSET FUND

① northland
A First Northland
of Nebraska Company

PIPER | SANDLER

prm
PUBLIC RISK
MANAGEMENT
INCORPORATED

REVOLUTION
WRAPS

Sampson
Construction

SPARQ DATA
SOLUTIONS

**THIRD RAIL
CONTENT**

WILKINS
ARCHITECTURE | DESIGN | PLANNING

Leadership

Innovation

Vision

Engagement

#liveNASB

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