

# Loup City Public Schools Board of Education

Loup City Central Office  
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## Regular Session

Monday, July 8, 2019

7:30 PM

Loup City Public Schools Library Board Room

7:30 PM

1. Call Meeting To Order:
  - A. Pledge of Allegiance
  - B. Announce Open Meetings Act - Posted in Meeting Room
  - C. Publication of Meeting
2. Approval of Agenda:
3. Consent Agenda:
  - A. Reading and Approval of Minutes from June 10
4. Financial Report:
5. Hearing of the Audience:
6. Discussion Items:
  - A. Facility Report
  - B. Movement of Classified Staff
7. Action Items:
  - A. Discuss, consider and take all necessary action to approve the iPad Technology handbook
  - B. Discuss, consider, and take all necessary action to approve the 2019-20 Parent-Student Handbook.
  - C. Discuss, consider and take all necessary action to approve the 2019-20 Certified Staff handbook.
  - D. Discuss, consider and take all necessary action to approve the 2019-2020 Classified Handbook.
  - E. Discuss, consider and take all necessary action to identify surplus items to be sold at public sale.
  - F. Discuss, consider and take all necessary action to identify surplus items to be sold by closed bid.
- G. Discuss, consider and take all necessary action to approve the exhaust fans for the wood and metal shops.
- H. Discuss, consider and take all necessary action to approve the 2nd reading of the 600's Policies.
  - I. 601 Goals and Objectives
    - 602 General Organization
      - 602.01 School Calendar
      - 602.02 School Day
    - 603 Curriculum Development
      - 603.01 Curriculum Development
      - 603.02 Curriculum Adoption
      - 603.03 Curriculum Guides and Course Outlines
      - 603.04 Curriculum Evaluation
      - 603.05 Pilot, Experimental or Innovative Projects
    - 604 Instructional Curriculum
      - 604.01 Basic Instruction Program
      - 604.04 Multicultural Education
      - 604.05 Health Education
      - 604.09 Teaching about Religion
      - 604.10 Academic Freedom
  - 605 Alternative Programs
    - 605.01 Instruction at a Post-Secondary Educational Institution
    - 605.03 Program for High Ability Learners
    - 605.05 Religious Based Exclusion from a School Program
    - 605.06 English as a Second Language
    - 605.07 Dual Enrollment
      - 605.07R1 Dual Enrollment Procedure
      - 605.07E1 Request for Part Time or Dual Enrollment

- 606 Instructional Materials
  - 606.01 Instructional Materials Selection
  - 606.02 Instructional Materials Inspection
  - 606.03 Objection to Instructional Materials
  - 606.03R1 Objection to Instructional Materials Procedure
  - 606.03E1 Reconsideration of Instructional Materials Request Form
  - 606.03E2 Sample Letter to Individual Challenging Instructional Materials
  - 606.05 Media Centers
  - 606.06 Acceptable Use of Computers, Technology and the Internet
  - 606.06E1 Internet and E-mail Access Permission Letter to Parents
  - 606.06E2 Student Acceptable Use Agreement
  - 606.06E3 Internet Appropriate Use Violation Notice
  - 606.06E4 Staff Acceptable Use Agreement
  - 606.06E5 Community Acceptable Use Agreement
  - 606.07 District Web Site
  - 606.08 Reproduction of Copyrighted Materials
  - 606.08R1 Copyright Compliance Procedures
  - 606.09 Textbook Loans To Children Enrolled In Private Schools
  - 606.50 Make-Up Work
- 607 Instructional Arrangements
  - 607.01 Class Size - Class Grouping
  - 607.02 School Ceremonies and Observances
  - 607.05 Student Field Trips and Excursions
  - 607.06 Collection of Money by Teachers
  - 607.09 Service Animals
  - 607.50 Homework
  - 607.50R1 Homework Guidelines
- 608 Instructional Services
  - 608.01 Student Guidance and Counseling Program
- 610 Testing
  - 610.01 Test or Assessment Selection
  - 610.02 Test or Assessment Administration
  - 610.02R1 Testing Integrity
- 611 Academic Achievement
  - 611.01 Student Progress Reports
  - 611.02 Student Promotion, Retention or Acceleration
  - 611.03 Student Honors and Awards
  - 611.04 Parent Conferences
  - 611.05 Grading Guidelines
  - 611.07 Graduation Requirements
  - 611.09 Commencement
- 612 Special Education Services
  - 612.01 Free Appropriate Public Education
  - 612.02 Full Educational Opportunity Goal
  - 612.03 Childfind
  - 612.04 Identification, Evaluation and Verification
  - 612.05 Individualized Education Program and Family Services Plan
  - 612.06 Early Intervention Transition
  - 612.07 Participation in Assessments
  - 612.08 Least Restrictive Environment
  - 612.09 Children in Non Public Schools
  - 612.10 Procedural Safeguards and Confidentiality
  - 612.11 Transportation
  - 612.12 Personnel Standards
  - 612.13 Performance Goals and Indicators
  - 612.14 Suspension and Expulsion Reporting
  - 612.15 Access to Instructional Materials
  - 612.16 Over-Identification and Disproportionality
  - 612.17 Prohibition on Mandatory Medication

J.

K. Discuss, consider and take all necessary action to approved the newest policies through 1st and 2nd reading as necessary by creation or changes in Nebraska State Law.

L. Discuss, consider and take all necessary action for the Cooperative Agreement with Arcadia.

8. Leadership Reports:

A. School Board Committee/Training Reports

B. Superintendent's Report

9. Future Meetings/Reminders:

10. Positives/Celebrations:

11. Executive Session:

12. Adjourn:

**Note 1:** The Board in its discretion may revise and consider any listed item at any time during the meeting.

**Note 2:** This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda

**Note 3:** The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

**Note 4:** The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiently of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

**Note 5:** The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

Loup City Public Schools Board of  
Education Regular Session  
Monday, June 10, 2019 7:30 PM Central

Loup City Public Schools Library Board Room  
800 North 8th Street  
Loup City, NE 68853-0628

Cindy Ericson: Present  
Scott Friesen: Present  
Tami Heil: Present  
Wayne Klein: Present  
Eric Kowalski: Present  
Janelle Krzycki: Present  
Jamie Lewandowski: Present  
Ron Mroczek: Present  
Lorraine Panowicz: Present

Present: 9.

Scott arrived at 7:32pm

#### 1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

Jamie & Tami saw the posting of public notice.

#### 2. Approval of Agenda:

Motion by Wayne Klein, seconded by Scott Friesen, to approve the agenda as presented..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:  
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine  
Panowicz: Yes

Yes: 9, No: 0

#### 3. Consent Agenda:

Motion by Wayne Klein, seconded by Ron Mroczek, to motion to approval all items on the  
consent agenda.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:  
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine  
Panowicz: Yes

Yes: 9, No: 0

#### 3.A. Reading and Approval of Minutes of May 13, 2019

#### 4. Financial Report:

Motion by Janelle Krzycki, seconded by Tami Heil, to approve the financial report and  
payment of bills as presented.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

## 5. Hearing of the Audience:

## 6. Discussion Items:

### 6.A. Faculty Report: Amy Hostetler

- Mrs. Hostetler shared the curriculum process the district was engaged in to begin the school year.
- Mrs. Hostetler shared her experience from the school year.

### 6.B. Discuss 1st Reading of 600's Policies

Ms. Simpson reviewed the changes to the policies.

### 6.C. Facility Plan Update

The facility plan was discussed in detail and Ms. Simpson was asked to share with Wilkins about changes to the process.

### 6.D. Summer School Update

Summer school has begun and there are 16 students active. The program underwent many changes including a 4 hour daily schedule 4 days a week. There are 4 staff members currently working.

### 6.E. Summer Meal Updates

Meals are being served at the district cafeteria for all children under age 19 for no fee, adults are \$4.

### 6.F. Summer Weight Program Update

We have 2 or 3 coaches covering the weight room this summer due to a personnel change.

## 7. Action Items:

### 7.A. Discuss, consider, and take all necessary action on the Cooperative Agreement & Survey.

Motion by Wayne Klein, seconded by Loraine Panowicz, to to have the LC superintendent and incoming Arcadia superintendent meeting to discuss the survey results, some concerns the board of education has and to negotiate.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

### 7.B. Discuss, consider, and take all necessary action on Summer Maintenance

### 7.C. Discuss, consider, and take all necessary action on work calendars for the 2019-2020 school year.

Ms Simpson shared that she would be developing 260, 215, 210, 180 day calendars day calendars for the staff.

7.D. Discuss, consider and take all necessary action on surplus items bids and new items..  
Motion by Cindy Ericson, seconded by Ron Mroczek, to not accept the bid of \$1655 on the blue taurus.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

Motion by Wayne Klein, seconded by Scott Friesen, to accept the remaining bids..  
Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

## 8. Leadership Reports:

8.A. School Board Committee/Training Reports

8.B. Elementary Principal Report

8.C. High School Principal Report

8.D. Superintendent's Report

## 9. Future Meetings/Reminders:

July 8, 7:30pm

July 29, 7:30pm

August 12, 7:30pm

August 26, 7:30pm

## 10. Positives/Celebrations:

11. Discuss, consider and take all necessary action in regards to the Superintendent Evaluation.  
Motion by Loraine Panowicz, seconded by Scott Friesen, to "Move to enter closed session for the purpose of evaluating the superintendent, for the protection of the public interest and to prevent the needless injury to the reputation of an individual".. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

## 12. Executive Session:

Motion by Loraine Panowicz, seconded by Wayne Klein, to to enter into executive session in order to protect the public's interest to discuss 11:15.. Motion Carried  
Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes  
Yes: 9, No: 0

Motion by Loraine Panowicz, seconded by Tami Heil, to come out of exc at 11:51pm..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:

Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine

Panowicz: Yes

Yes: 9, No: 0

13. Adjourn:

Motion by Janelle Krzycki, seconded by Jamie Lewandowski, to to adjourn at 11:53pm..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:

Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine

Panowicz: Yes

Yes: 9, No: 0

<b>SCHOOL DISTRICT #1</b>	
June 30, 2019	
Balance Forward	\$1,594,793.75
Deposits	\$693,619.86
Checks/Debits	\$663,473.76
Transfers from ICS	\$430,000.00
Transfers to ICS	\$1,230,000.00
Interest	\$13.19
ICS Interest	\$175.23
<b>BOOK BALANCE</b>	<b>\$124,427.91</b>
<b>ICS BALANCE</b>	<b>\$1,425,673.98</b>
<b>GEN FUND BALANCE</b>	<b>\$1,550,101.89</b>

<b>DISTRICT C.D.'S</b>	
Unemployment Fund	\$22,105.95
Special Building Fund ***	\$245,525.10
Heritage Bank (Gen Fund)	\$237,850.60
Ashton State Bank (Gen Fund)	\$231,650.28
<b>TOTAL</b>	<b>\$737,131.93</b>

<b>BOND FUND</b>	
June 30, 2019	
Balance forward	\$8,511.54
Deposit	\$0.00
Interest earned	\$1.05
Checks/Debits	\$0.00
<b>FUND BALANCE</b>	<b>\$8,512.59</b>

<b>HOT LUNCH FUND</b>	
June 30, 2019	
Balance forward	\$11,687.06
Deposit	\$8,821.75
Interest earned	\$1.19
Checks/Debits	\$14,278.56
<b>FUND BALANCE</b>	<b>\$6,231.44</b>

<b>REVENUES</b>	
June 30, 2019	
Local Receipts	\$282,017.48
County & ESU Receipts	\$3,230.01
State Receipts	\$9,009.12
Federal Receipts	\$7,895.93
Misc.	\$854.94
Non-Program Receipts	\$0.00
	<b>\$303,007.48</b>

<b>SPECIAL BUILDING FUND</b>	
June 30, 2019	
Balance forward	\$92,553.25
Deposit	\$4,540.73
Interest earned	\$4.22
Checks/Debits	\$4,540.73
<b>BANK BALANCE</b>	<b>\$29,134.82</b>
ICS Interest earned	\$7.36
<b>ICS BALANCE</b>	<b>\$67,966.52</b>
<b>FUND BALANCE</b>	<b>\$97,101.34</b>

<b>DEPRECIATION FUND</b>	
June 30, 2019	
Balance Forward	\$1,094,008.14
Deposit	\$230,000.00
Interest earned	\$2.31
ICS Interest	\$119.28
Checks/Debits	\$229,691.00
<b>BANK BALANCE</b>	<b>\$18,936.79</b>
<b>ICS BALANCE</b>	<b>\$845,501.94</b>
<b>FUND BALANCE</b>	<b>\$864,438.73</b>

<b>HAZARDOUS MATERIAL/ADA FUND</b>	
June 30, 2019	
Balance forward	\$8,667.93
Deposit	\$0.00
Interest earned	\$1.07
Checks/Debits	\$0.00
<b>FUND BALANCE</b>	<b>\$8,669.00</b>

UNEMPLOYMENT FUND	
June 30, 2019	
Balance forward	\$109,420.86
Deposit	\$0.00
Interest earned	\$0.39
ICS Interest earned	\$13.05
Checks/Debits	\$0.00
<b>BANK BALANCE</b>	<b>\$3,142.04</b>
<b>ICS BALANCE</b>	<b>\$106,292.26</b>
<b>FUND BALANCE</b>	<b>\$109,434.30</b>

ARCADIA/LOUP CITY ACT. CO-OP	
June 30, 2019	
Balance forward	\$4,208.04
Deposit	\$0.00
Interest earned	\$0.48
Checks/Debits	\$507.01
<b>BANK BALANCE</b>	<b>\$3,701.51</b>

ACTIVITY FUND BALANCES	
June 30, 2019	
General	\$2,490.68
Red Raider Drama	\$4,383.96
Red Raider Speech	\$2,562.16
District Events	\$88.64
Cheerleaders	\$2.24
Cross Country	\$1,313.54
Girls Basketball	(\$175.30)
Track	\$843.50
Volleyball	\$2,018.61
FFA	\$19,896.26
Dance Team	\$3.39
Band Fundraiser/Resale	\$2,383.08
Annual Staff	\$4,850.87
Student Council	\$4,143.75
FCCLA	\$3,882.69
Special Projects	\$5,626.50
Class of 2019	\$1,400.36
Class of 2020	\$1,813.24
Class of 2021	\$34.76
Class of 2022	\$1,633.70
Class of 2023	\$124.00
Class of 2024	\$63.00
FCA	\$2,045.28
Scholarship Fund	\$4,153.00
Damage Deposit	\$13,667.33

125 CAFETERIA PLAN	
June 30, 2019	
Balance forward	\$19,494.75
Deposit	\$3,579.11
Interest	\$ 2.47
Claims	\$1,758.28
<b>BOOK BALANCE</b>	<b>\$21,318.05</b>

ACTIVITY FUND ACCOUNT	
June 30, 2019	
Balance forward	\$90,849.79
Deposit	\$3,473.95
Interest earned	\$3.08
Checks/Debits	\$1,299.76
<b>BANK BALANCE</b>	<b>\$17,631.38</b>
ICS Interest earned	\$7.87
<b>ICS BALANCE</b>	<b>\$63,903.55</b>
<b>FUND BALANCE</b>	<b>\$81,534.93</b>

OUTSTANDING CHECK AMOUNTS	
General Fund	\$350.91
Activity Fund	\$2,297.87
Co-Op Fund	\$1,197.71
125 Plan Fund	\$1,116.47
Lunch Fund	\$0.00
Unemployment Fund	\$0.00

CO-OP EXPENDITURES	
June 30, 2019	
General	\$1,017.45
Basketball	\$0.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$150.71
Track	\$60.72
Volleyball	\$0.00
Wrestling	\$0.00
<b>Total</b>	<b>\$1,228.88</b>
CO-OP REVENUES	
General	\$0.48
Basketball	\$0.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$0.00
Track	\$0.00
Volleyball	\$0.00
Wrestling	\$0.00
	<b>\$0.48</b>

LOUP CITY GATE VOLLEYBALL	DATE	RECEIPTS	ARCADIA GATE VOLLEYBALL	DATE	RECEIPTS
VB vs Kenesaw/Amherst	08/30/18	\$655.00	VB vs Central City	10/02/18	\$450.00
VB vs Ravenna/St Paul	09/04/18	\$555.00	VB vs Jr Rebel Toum	10/15/18	\$156.00
JH VB vs St Paul	09/10/18	\$180.00	VB vs SEM/Twin Loup	10/16/18	\$490.00
JH VB vs Ravenna	10/08/18	\$180.00			
VB ALC Rebel	10/20/18	\$1,255.00			
		<b>\$2,825.00</b>			<b>\$1,096.00</b>
LOUP CITY GATE FOOTBALL	DATE	RECEIPTS	ARCADIA GATE FOOTBALL	DATE	RECEIPTS
JV FB	8/27/18	\$ 201.00	Var FB vs North Central	09/07/18	\$ 1,699.00
Var FB vs Shelton	8/30/18	\$ 925.00	JH/JV FB	10/01/18	\$ 229.00
JV FB	9/10/18	\$ 200.50	Var FB vs Burwell	10/05/18	\$ 1,265.00
Var FB vs Elm Creek	10/19/18	\$ 1,155.00	JH/JV FB	10/15/18	\$ 60.00
Var FB Playoffs	10/25/18	\$ 2,359.00	Var FB Playoffs	11/06/18	\$ 1,533.13
		<b>\$4,840.50</b>			<b>\$4,786.13</b>
LOUP CITY GATE WRESTLING	DATE	RECEIPTS	ARCADIA GATE WRESTLING	DATE	RECEIPTS
WR Rebel Duals	02/01/19	\$995.00	WR vs Broken Bow/Wood River	11/29/18	\$395.00
		<b>\$995.00</b>			<b>\$395.00</b>
LOUP CITY GATE BASKETBALL	DATE	RECEIPTS	ARCADIA GATE BASKETBALL	DATE	RECEIPTS
JH GBB vs Wood River	11/05/18	\$106.00	JH GBB vs Centura	12/3/18	\$122.00
JH GBB vs Ravenna	11/19/18	\$136.00	BB vs Anselmo-Mema	12/04/18	\$775.00
BB vs Pleasanton	11/30/18	\$930.00	BB vs Central Valley	12/08/18	\$660.00
BB vs Gibbon	12/07/18	\$830.00	BB vs Riverside	01/10/19	\$700.00
BB vs Wood River	01/03/19	\$1,110.00	BB vs Doniphan-Trumbull	01/22/19	\$250.00
BB vs Burwell	01/25/19	\$930.00	JH BBB vs St Paul	02/04/19	\$302.00
JH BBB vs Centura	01/29/19	\$142.25	JH BBB vs Gibbon	02/18/19	\$184.00
BB vs Centura	02/08/19	\$1,298.00			
		<b>\$5,482.25</b>			<b>\$2,993.00</b>
LOUP CITY TRACK	DATE	RECEIPTS			
ALC Rebel Invite		\$2,715.00			
		<b>\$2,715.00</b>			
<b>LOUP CITY RECEIPTS</b>		<b>\$16,857.75</b>	<b>ARCADIA RECEIPTS</b>		<b>\$9,270.13</b>
<b>OTHER RECEIPTS</b>					
<b>LOUP CITY RECEIPTS</b>		<b>\$16,857.75</b>			
<b>ARCADIA RECEIPTS</b>		<b>\$9,270.13</b>			
<b>Total Receipts</b>		<b>\$26,127.88</b>			

GENERAL FUND CASH BALANCES													Total
Fiscal Yr	Sept	Oct	Nov	Dec	Jan	Febr	March	April	May	June	July	Aug	Expenses
2001-2002	\$ 980,945	\$ 833,240	\$ 742,859	\$ 545,956	\$ 691,602	\$ 679,107	\$ 621,195	\$ 575,355	\$ 718,019	\$ 820,979	\$ 706,025	\$ 479,183	
Plus CD	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
2002-2003	\$ 545,911	\$ 563,884	\$ 448,439	\$ 352,339	\$ 479,299	\$ 360,136	\$ 281,426	\$ 257,820	\$ 602,216	\$ 772,257	\$ 566,892	\$ 395,794	
Plus CD	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 351,589	\$ 351,589	\$ 351,589	\$ 354,502	\$ 354,502	\$ 354,502	\$ 357,473	\$ 357,473	
2003-2004	\$ 533,381	\$ 573,170	\$ 488,206	\$ 407,626	\$ 536,274	\$ 513,019	\$ 442,918	\$ 416,676	\$ 600,679	\$ 808,377	\$ 600,753	\$ 418,277	
Plus CD	\$ 357,453	\$ 360,502	\$ 360,502	\$ 360,502	\$ 360,000	\$ 360,000	\$ 360,000	\$ 362,484	\$ 362,484	\$ 362,484	\$ 364,985	\$ 364,985	
2004-2005	\$ 559,941	\$ 581,905	\$ 454,653	\$ 332,935	\$ 541,119	\$ 537,681	\$ 487,451	\$ 400,538	\$ 640,454	\$ 922,972	\$ 729,648	\$ 517,213	
Plus CD	\$ 364,985	\$ 367,532	\$ 367,532	\$ 367,532	\$ 370,096	\$ 370,096	\$ 370,096	\$ 372,728	\$ 372,728	\$ 372,728	\$ 375,408	\$ 375,408	
2005-2006	\$ 701,556	\$ 796,317	\$ 655,791	\$ 577,058	\$ 766,125	\$ 929,724	\$ 763,014	\$ 746,749	\$ 1,038,599	\$ 1,295,911	\$ 1,100,637	\$ 865,562	
Plus CD	\$ 375,408	\$ 378,137	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 379,398	\$ 379,398	\$ 379,398	\$ 383,997	
2006-2007	\$ 1,142,157	\$ 1,181,735	\$ 1,063,519	\$ 975,139	\$ 1,192,464	\$ 1,216,567	\$ 1,157,045	\$ 1,161,064	\$ 1,542,152	\$ 1,588,931	\$ 1,345,802	\$ 1,031,272	
Plus CD	\$ 383,997	\$ 383,997	\$ 383,997	\$ 383,997	\$ 388,651	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	\$ 386,806	
Expenses	\$ 310,771	\$ 297,291	\$ 290,390	\$ 273,100	\$ 284,478	\$ 315,789	\$ 279,669	\$ 283,657	\$ 285,241	\$ 375,136	\$ 343,332	\$ 363,034	\$ 3,701,888
2007-2008	\$ 1,469,095	\$ 1,479,054	\$ 1,307,579	\$ 1,130,023	\$ 1,351,958	\$ 1,349,039	\$ 1,310,676	\$ 1,320,914	\$ 1,797,221	\$ 1,912,967	\$ 1,619,689	\$ 1,378,697	
Plus CD	\$ 386,806	\$ 386,806	\$ 386,806	\$ 404,087	\$ 404,087	\$ 409,247	\$ 409,247	\$ 409,247	\$ 413,051	\$ 413,051	\$ 413,051	\$ 416,976	
Expenses	\$ 21,197	\$ 334,904	\$ 331,534	\$ 421,426	\$ 305,008	\$ 318,616	\$ 304,337	\$ 285,584	\$ 317,181	\$ 305,956	\$ 352,538	\$ 460,354	\$ 3,758,635
2008-2009	\$ 1,700,680	\$ 1,701,730	\$ 1,496,859	\$ 1,319,449	\$ 1,538,228	\$ 1,508,264	\$ 1,503,582	\$ 1,499,328	\$ 1,925,531	\$ 1,459,444	\$ 1,644,707	\$ 1,388,997	
Plus CD	\$ 416,976	\$ 416,976	\$ 420,938	\$ 420,938	\$ 420,938	\$ 406,726	\$ 406,726	\$ 406,726	\$ 408,708	\$ 408,708	\$ 410,776	\$ 410,776	
Expenses	\$ 293,019	\$ 326,435	\$ 341,359	\$ 435,072	\$ 295,236	\$ 351,376	\$ 296,111	\$ 321,628	\$ 388,171	\$ 395,673	\$ 405,244	\$ 401,162	\$ 4,250,486
2009-2010	\$ 1,754,013	\$ 1,747,246	\$ 1,697,631	\$ 1,305,774	\$ 1,490,513	\$ 1,478,221	\$ 1,530,462	\$ 1,424,395	\$ 1,880,046	\$ 1,994,060	\$ 1,626,015	\$ 1,449,592	
Plus CD	\$ 410,776	\$ 413,844	\$ 413,844	\$ 413,844	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 419,619	\$ 424,375	
Expenses	\$ 317,379	\$ 302,586	\$ 320,595	\$ 541,506	\$ 308,138	\$ 325,588	\$ 295,470	\$ 340,678	\$ 338,703	\$ 373,759	\$ 437,048	\$ 409,715	\$ 4,311,165
2010-2011	\$ 1,925,595	\$ 1,907,077	\$ 1,764,393	\$ 1,383,401	\$ 1,612,486	\$ 1,511,466	\$ 1,441,274	\$ 1,356,149	\$ 1,867,725	\$ 2,022,803	\$ 1,572,012	\$ 1,319,422	
Plus CD	\$ 424,375	\$ 424,375	\$ 424,375	\$ 675,219	\$ 675,370	\$ 675,370	\$ 675,370	\$ 676,506	\$ 676,737	\$ 676,912	\$ 676,912	\$ 677,250	
Expenses	\$ 292,158	\$ 319,046	\$ 330,249	\$ 505,924	\$ 296,862	\$ 336,280	\$ 288,544	\$ 306,224	\$ 316,341	\$ 317,459	\$ 543,081	\$ 356,160	\$ 4,208,328
2011-2012	\$ 1,801,121	\$ 1,712,817	\$ 1,485,675	\$ 1,245,783	\$ 1,479,802	\$ 1,342,788	\$ 1,308,418	\$ 1,226,224	\$ 1,931,669	\$ 1,892,289	\$ 1,612,431	\$ 1,258,166	
Plus CD	\$ 677,573	\$ 677,987	\$ 678,027	\$ 678,346	\$ 685,033	\$ 685,033	\$ 685,392	\$ 685,392	\$ 685,392	\$ 685,666	\$ 685,666	\$ 685,745	
Expenses	\$ 293,934	\$ 329,502	\$ 338,817	\$ 307,585	\$ 301,474	\$ 330,127	\$ 307,337	\$ 304,231	\$ 333,400	\$ 301,289	\$ 353,526	\$ 429,558	\$ 3,930,780
2012-2013	\$ 1,629,850	\$ 1,533,135	\$ 1,273,631	\$ 1,021,997	\$ 1,283,725	\$ 1,242,811	\$ 1,122,472	\$ 990,393	\$ 1,742,143	\$ 1,642,321	\$ 1,395,802	\$ 1,077,393	
Plus CD	\$ 685,956	\$ 686,111	\$ 686,305	\$ 693,283	\$ 693,394	\$ 693,433	\$ 693,703	\$ 693,811	\$ 693,851	\$ 694,035	\$ 694,147	\$ 694,173	
Expenses	\$ 364,651	\$ 312,806	\$ 357,447	\$ 316,896	\$ 311,278	\$ 351,575	\$ 304,595	\$ 318,366	\$ 347,522	\$ 331,112	\$ 310,860	\$ 422,581	\$ 4,049,689
2013-2014	\$ 1,355,253	\$ 1,369,694	\$ 1,138,374	\$ 856,245	\$ 1,321,912	\$ 1,254,969	\$ 1,095,231	\$ 976,127	\$ 1,828,665	\$ 1,792,040	\$ 1,332,761	\$ 1,065,954	
Plus CD	\$ 694,357	\$ 694,470	\$ 694,496	\$ 694,678	\$ 697,690	\$ 697,803	\$ 698,190	\$ 698,300	\$ 698,326	\$ 698,326	\$ 698,624	\$ 698,651	
Expenses	\$ 338,061	\$ 368,320	\$ 378,043	\$ 359,700	\$ 324,829	\$ 395,693	\$ 339,386	\$ 348,568	\$ 405,392	\$ 340,256	\$ 533,390	\$ 502,581	\$ 4,634,219
2014-2015	\$ 1,364,556	\$ 1,239,785	\$ 919,629	\$ 707,772	\$ 1,335,983	\$ 1,295,784	\$ 1,151,608	\$ 1,058,163	\$ 1,949,166	\$ 2,001,015	\$ 1,670,285	\$ 1,036,141	
Plus CD	\$ 698,836	\$ 699,063	\$ 699,089	\$ 699,233	\$ 699,376	\$ 705,665	\$ 709,152	\$ 709,152	\$ 709,487	\$ 709,706	\$ -	\$ -	
Expenses	\$ 400,814	\$ 394,980	\$ 410,603	\$ 353,452	\$ 329,806	\$ 331,789	\$ 327,431	\$ 422,530	\$ 318,473	\$ 404,418	\$ 406,471	\$ 752,605	\$ 4,853,371
2015-2016	\$ 2,095,173	\$ 1,718,132	\$ 1,398,182	\$ 1,193,489	\$ 1,848,673	\$ 1,796,587	\$ 1,483,017	\$ 1,349,108	\$ 2,054,428	\$ 2,248,052	\$ 2,051,026	\$ 1,413,002	
Plus CD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713,871	\$ 714,668	\$ 714,678	\$ 715,701	
Expenses	\$ 246,498	\$ 534,001	\$ 408,476	\$ 276,372	\$ 384,546	\$ 379,233	\$ 432,812	\$ 334,362	\$ 446,915	\$ 340,685	\$ 343,051	\$ 767,143	\$ 4,894,093
2016-2017	\$ 2,084,753	\$ 1,920,551	\$ 1,766,038	\$ 1,481,401	\$ 1,923,234	\$ 1,968,081	\$ 1,574,272	\$ 1,504,905	\$ 2,338,706	\$ 2,616,716	\$ 2,264,209	\$ 1,659,601	
Plus CD	\$ 716,015	\$ 716,102	\$ 717,041	\$ 717,406	\$ 717,406	\$ 718,469	\$ 718,831	\$ 718,831	\$ 720,054	\$ 720,550	\$ 720,550	\$ 721,766	
Expenses	\$ 432,368	\$ 421,004	\$ 414,565	\$ 452,633	\$ 310,779	\$ 379,364	\$ 525,627	\$ 369,256	\$ 407,070	\$ 357,651	\$ 391,874	\$ 730,929	\$ 5,193,120
2017-2018	\$ 2,460,872	\$ 2,213,324	\$ 1,846,896	\$ 1,592,280	\$ 1,969,218	\$ 1,882,980	\$ 1,636,657	\$ 1,476,874	\$ 2,487,165	\$ 2,074,554	\$ 1,696,856	\$ 1,364,550	
Plus CD	\$ 722,348	\$ 722,348	\$ 723,444	\$ 724,095	\$ 724,095	\$ 725,193	\$ 725,832	\$ 725,832	\$ 727,041	\$ 727,687	\$ 727,688	\$ 728,406	
Expenses	\$ 437,930	\$ 491,307	\$ 476,100	\$ 393,370	\$ 360,640	\$ 446,364	\$ 398,353	\$ 389,432	\$ 452,782	\$ 626,977	\$ 485,836	\$ 610,315	\$ 5,569,405
	Sept	Oct	Nov	Dec	Jan	Febr	March	April	May	June	July	Aug	
2018-19	\$ 1,715,718	\$ 1,550,102	\$ 1,200,716	\$ 936,494	\$ 1,214,770	\$ 957,155	\$ 955,051	\$ 781,106	\$ 1,594,794	\$ 1,550,102			
Plus CD	\$ 464,899	\$ 464,899	\$ 465,619	\$ 466,155	\$ 466,155	\$ 467,415	\$ 467,415	\$ 467,415	\$ 736,171	\$ 737,132			
Expenses	\$ 393,532	\$ 410,814	\$ 477,952	\$ 379,207	\$ 394,366	\$ 468,432	\$ 375,493	\$ 380,032	\$ 361,355	\$ 363,514			\$ 4,004,697

**General Fund Expenditure Report: Through April (66.67% of the way through the year)**

<b>EXPENDITURES:</b>	<b>Expenses 2014-15</b>	<b>Expenses 2015-16</b>	<b>Expenses 2017-18</b>	<b>Budget for 2018-19</b>	<b>YTD Expenses 2018- 19</b>	<b>YTD % of Budget</b>
Elementary Instruction	\$1,789,044.00	\$1,968,532.03	\$2,027,338.64	\$2,357,500.00	\$1,754,680.87	74.43%
Other Instruction (Tech/Poverty)	\$393,894.00	\$198,223.51	\$222,637.20	\$345,350.00	\$184,670.35	53.47%
Special Education Instruction	\$413,893.00	\$465,574.55	\$388,565.08	\$658,339.32	\$469,493.84	71.31%
Student Services (Nurse/Guidance/Lib)	\$148,601.00	\$191,659.28	\$199,286.13	\$233,383.25	\$185,719.54	79.58%
Staff Services (Professional Development)	\$17,727.00	\$11,044.32	\$11,740.61	\$22,000.00	\$9,311.48	42.32%
Board of Education	\$23,958.00	\$102,800.77	\$84,036.90	\$97,411.00	\$100,225.25	102.89%
School Administration - Superintendent	\$247,618.00	\$158,680.92	\$163,068.39	\$164,100.00	\$134,821.63	82.16%
School Administration - Principal	\$203,104.00	\$174,867.88	\$190,841.09	\$317,250.00	\$253,144.41	79.79%
Business Services	\$14,570.00	\$84,465.15	\$101,522.07	\$72,200.00	\$49,267.04	68.24%
Safety & Security				\$5,000.00	\$5,504.25	110.09%
Custodial	\$434,990.00	\$508,957.18	\$547,497.91	\$834,140.00	\$418,827.22	50.21%
Transportation	\$217,940.00	\$205,252.02	\$262,251.55	\$221,500.00	\$198,313.21	89.53%
Transportation - Special Education				\$70,400.00	\$26.09	0.04%
State Grants (HAL/Distance/Sixpence)	\$280,073.00	\$236,100.93	\$238,153.42	\$255,500.00	\$167,186.70	65.44%
Federal Grants (Title I/IDEA/REAP)	\$243,508.00	\$168,748.20	\$235,577.85	\$244,130.37	\$131,816.67	53.99%
Other (Transfers)	\$265,000.00	\$340,000.00	\$345,000.00	\$210,000.00	\$10,000.00	4.76%
Summer School	\$0.00	\$0.00	\$9,184.53	\$11,980.00	\$1,689.53	14.10%
Non-Program Expenditures	\$28,902.00	\$0.00	\$0.00			N/A
Unused Budget Authority	\$0.00	\$0.00	\$0.00	\$834,000.00	\$0.00	0.00%
<b>TOTAL EXPENDITURES:</b>	<b>\$4,722,822.00</b>	<b>\$4,814,906.74</b>	<b>\$5,026,701.37</b>	<b>\$6,954,183.94</b>	<b>\$4,074,698.08</b>	<b>58.59%</b>

<b>CITIZEN'S BANK</b>						
<b>INTEREST EARNINGS</b>						
	<b>June, 2019</b>		<b>May, 2019</b>		<b>April, 2019</b>	
	<b>Current</b>		<b>Current</b>		<b>Current</b>	
<b>Account</b>	<b>Balance</b>	<b>Interest</b>	<b>Balance</b>	<b>Interest</b>	<b>Balance</b>	<b>Interest</b>
<b>General Fund</b>	\$1,550,101.89	\$188.42	\$1,594,793.75	\$152.49	\$781,106.13	\$105.74
<b>Lunch Fund</b>	\$6,131.44	\$1.19	\$18,036.19	\$2.27	\$18,036.19	\$2.09
<b>Unemployment</b>	\$109,434.30	\$13.44	\$109,420.86	\$13.93	\$106,508.93	\$13.46
<b>Haz Mat/ADA</b>	\$8,669.00	\$1.07	\$8,667.93	\$1.10	\$866.83	\$1.07
<b>Depr. Fund</b>	\$864,438.73	\$121.59	\$1,094,008.14	\$139.27	\$1,093,866.82	\$134.79
<b>Bond Fund</b>	\$8,512.59	\$1.05	\$8,511.54	\$1.08	\$8,505.48	\$1.05
<b>Special Building</b>	\$97,101.34	\$11.58	\$92,553.25	\$10.55	\$73,761.69	\$8.97
<b>Activity Fund</b>	\$81,543.93	\$10.95	\$90,849.79	\$11.87	\$91,930.58	\$10.12
<b>125 Plan</b>	\$21,318.05	\$2.47	\$22,063.43	\$2.34	\$20,226.12	\$2.44
<b>Arcadia/LC Coop</b>	\$3,701.51	\$0.48	\$4,208.04	\$0.59	\$5,639.42	\$0.66









<b>September, 2017</b>	
<b>Current</b>	
<b>Balance</b>	<b>Interest</b>
\$ 2,460,872.29	\$ 224.54
\$ 26,951.83	\$ 2.92
\$ 111,027.05	\$ 13.69
\$ 8,646.31	\$ 1.07
\$ 1,032,769.33	\$ 127.29
\$ 12,487.22	\$ 1.52
\$ 57,844.84	\$ 7.12
\$ 114,754.90	\$ 15.27
\$ 17,242.39	\$ 1.99
\$ 4,934.59	\$ 0.33

**Tax Receipts**

Month		2019	2018	2017	2016
January	Local	\$537,557.22	\$679,460.18		
	State	\$2,872.00	\$2,690.00		
	Federal	\$28,409.00	\$0.00		
	Building				
February	Local	\$115,540.87	\$267,549.25		
	State	\$47,149.19	\$55,545.28		
	Federal	\$0.00	\$0.00		
	Building				
March	Local	\$88,063.47	\$40,774.30		
	State	\$180,565.24	\$10,389.23		
	Federal	\$0.00	\$0.00		
	Building				
April	Local	\$128,992.94	\$124,238.77	\$229,982.89	\$172,261.14
	State	\$10,559.00	\$8,094.40	\$9,624.00	\$23,194.40
	Federal	\$0.00	\$0.00	\$0.00	\$0.00
	Building				
May	Local	\$1,006,709.27	\$1,187,692.01	\$1,169,334.13	\$1,121,760.77
	State	\$181,844.43	\$181,408.83	\$0.00	\$20,009.20
	Federal	\$0.00	\$0.00	\$0.00	\$0.00
	Building	\$18,781.01			
June	Local	\$282,017.48	\$128,682.04		
	State	\$2,872.00	\$2,687.00		
	Federal	\$0.00	\$0.00		
	Building	\$4,439.72			
July	Local		\$27,920.00		
	State		\$0.00		
	Federal		\$0.00		
	Building				
August	Local		\$0.00		
	State		\$199,784.08		
	Federal		\$0.00		
	Building				
September	Local		\$862,456.09	\$982,629.29	\$1,043,330.68
	State		\$2,872.00	\$2,690.00	\$0.00
	Federal		\$0.00	\$0.00	\$0.00
	Building				
October	Local		\$200,042.87		
	State		\$2,872.00		
	Federal		\$40,027.00		
	Building				
November	Local		\$48,085.81		
	State		\$2,872.00		
	Federal		\$0.00		
	Building				
December	Local		\$17,720.78		
	State		\$2,872.00		
	Federal		\$0.00		
	Building				
Total	General	\$2,613,152.11	\$4,096,735.92	\$2,394,260.31	\$2,380,556.19
	Building	\$23,220.73	\$0.00	\$0.00	\$0.00

**JULY 2019 BOARD BILLS**

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>INVOICE AMT\$</u>
ACCO BRANDS	SUPPLIES	\$331.22
ACELLUS LEARNING SERVICES	STUDENT MASTER LICENSE (18-19)	\$350.00
ALMQUIST MALTZAHN GALLOWAY & LUTH	125 PLAN ADMIN	\$167.00
AMAZON	SUPPLIES	\$1,024.49
ASCHE, JOSH	CELL PHONE REIMB	\$420.00
BLACK HILLS ENERGY	SERVICE	\$1,531.02
BLICK ART MATERIALS	ART SUPPLIES	\$384.46
BOCHART HEATING COOLING	ELECTRICAL REPAIRS	\$1,916.00
	BULBS	\$250.40
BSN SPORTS	HS SUPPLIES	\$48.96
CENTER FOR PSYCH SVCS	MILEAGE	\$67.58
CENTURY LINK	SERVICE	\$408.37
CHANNING BETE COMPANY, INC.	CPR SUPPLIES	\$2,015.15
CITY OF LOUP CITY	SERVICE	\$295.27
COMPANY CARE	BUS DRIVER TESTING	\$175.00
COMPUTERS ETC	TECH SUPPLIES	\$1,065.00
CORPORATE PAYMENT SYSTEMS	SUPPLIES/PE BOWLING/PO BOX FEE	\$1,586.40
CULLIGAN	WATER SOFTNER REPAIR	\$100.00
DAS STATE ACCOUNTING	SERVICE	\$229.49
DOLLAR GENERAL	AFTER SCHOOL PROGM SUPPLIES	\$80.20
E S U #10	SERVICE	\$13,875.24
EGAN SUPPLY CO	SCIENCE SUPPLIES	\$49.94
ELECTRONIC SYSTEMS INC.	FIRE ALARM INSPECT	\$75.00
ESU COORDINATING COUNCIL	MOVIE SITE LICENSE	\$330.00
	WORLD BOOK POWER PACK	\$177.00
EUREK, LORI	REIMB--NURSE CONF MILEAGE	\$109.00
FUN EXPRESS	ELEM SUPPLIES	\$179.85
GLINSMANN, CATHY	REIMB--SUMMER SCHOOL SUPPLS	\$15.60
HOME DEPOT PRO	CUSTODIAL SUPPLIES	\$12,511.54
JOE'S	SUPPLIES	\$60.73
JOSTENS INC.	NHS HONOR MEDALS	\$283.32
KSO CPAS + ADVISORS	INTERIM TESTING	\$2,255.00
KUSZAK HARDWARE & VARIETY	SUPPLIES	\$917.86
LOUP CITY LUMBER	SUPPLIES	\$852.98
LOUP CITY RX SHOPPE	WHEELCHAIRS	\$325.58
MCI	SERVICE	\$61.29
MIDWEST FLOOR SPECIALIST	REFINISH SOUTH GYM	\$1,220.00
NATIONAL ART & SCHOOL SUPPLIES	SUPPLIES	\$933.87
NE COUNCIL OF SCHOOL ADMIN.	HARRINGTON/KAPUSTKA NCE CONF	\$815.00
NEBR. ASSN SCHOOL BOARD ALICAP	BRD WRKSHOPS	\$230.00
NPPD	SERVICE	\$3,914.85
NHS/NASSP	NHS MEMBERSHIP CARDS/CERTS	\$171.00
ONE SOURCE	BACKGROUND CHECK	\$15.00
ONTOCOLLEGE	ACT/SAT PREP	\$2,600.00
PITNEY BOWES	POSTAGE SUPPLIES	\$230.97
	POSTAGE	\$408.99
PRESTO-X COMPANY	SERVICE	\$133.00
PYRAMID SCHOOL PRODUCTS	SUPPLIES	\$2,153.41
REIKOFSKI, ROGER	CELL PHONE REIMB	\$420.00
SCHOOLSIN	ELEM/HS FURNITURE	\$5,852.30
SHERMAN COUNTY TIMES	ADVERTISING	\$18.32
SIMPSON, ANGELA	CELL PHONE REIMB	\$360.00
STAPLES ADVANTAGE	TECH SUPPLIES	\$144.60
TEACHER SYNERGY, LLC	HS MATH SUPPLIES	\$399.32
TEACHING STRATEGIES, LLC	SPED SUPPLIES	\$35.85
TIME MANAGEMENT SYSTEMS, INC.	ANNUAL CONTRACT (19-20)	\$1,494.00
TINA TREFFER SIGNS & DESIGNS	TRANSIT LETTERING	\$280.00
TROTTER FERTILIZER	2 4-D SPRAY	\$125.05
TROTTER SERVICE	FUEL	\$595.45
TROXELL COMMUNICATIONS	MICS FOR MOBILE DEVICES	\$173.08
VERIZON WIRELESS	SERVICE	\$60.85

WARD'S SCIENCE  
WELLS FARGO VENDOR FIN SERV  
WHOA AND GO  
**TOTAL**  
**PAYROLL**

SCIENCE SUPPLIES  
COPIER LEASE  
FOOD/FUEL

\$638.17  
\$722.05  
\$824.57  
\$69,495.64

**LUNCH PAYROLL\$**

# 1:1 Learning Initiative



2019-2020

Information, Expectations,  
Procedures, & Guidelines

For students and parents, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad:

- Students will receive instruction on the proper use and care of an iPad.
- Students will be able to take the iPad home during the school year once the student and parent have signed the Acceptable Use of Technology form, iPad Consent form, and pays the required insurance fee.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming into contact with moisture or excessive heat. This includes protecting the iPad from inclement weather.
- The iPad comes with preloaded applications (apps). Students may load additional, appropriate apps, onto the device. But, the student must manage their storage space to do everything needed for school work. You will have 128 GB of data available on the iPad.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students who wish to use the iPad to purchase goods and services from the internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the iPad in accordance with the Loup City Public Schools Acceptable Use regulations as signed by both students and parents before receiving the iPad.
- iPads are property of Loup City Public Schools and must be returned at the end of the school year, upon withdrawal from Loup City Public Schools, and/or at the request of the administration. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are property of the school district, officials of the school have the right to review all material stored on or accessed by any iPad and/or student. School officials may revoke a student's iPad privileges for any misuse or violation of policies.

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**iPad Specifications:**

6th Generation iPad, by Apple, Inc.

128 GB Memory

**Receiving Your iPad:**

iPads will be distributed during our “iPad Rollout and Paperwork Collection days.” At least one parent and student must attend an annual session for iPad orientation and information session. Before receiving an iPad, students and parents must sign and return the following forms:

- 1) Loup City Public Schools’ Technology Acceptable Use Agreement.
- 2) The iPad Fee / iPad Consent Form.

If a student wishes to take the iPad with them outside of the building, they will be required to pay the iPad fee.

Any student and parent who may need assistance in paying the iPad insurance fee should contact your building principal.

**Taking Care of Your iPad:**

See student user guide. Using Your iPad At School:

- iPads are intended for use at school each day. Students are responsible for bringing their iPads to school and all classes each day, unless specifically told not to do so by a teacher or administrator.
- If students forget to bring an iPad to school, they may check out a loaner for the day from the school’s media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations may result in disciplinary action.
- iPads must be brought to school each day fully charged. iPads have battery life of up to ten hours, so charging should not be needed throughout the school day. Charge stations may be available in the cafeteria in the mornings and during lunch for those who forget to charge. Only charge your iPad with the charger you are given at checkout or a school provided charger.
- If you lose your charger, they are available for a \$25 fee at the school’s office (\$10 for puck, \$15 for cord).

**iPad Repairs:**

- Loaner iPads may be issued to students when they leave their iPads for repair with the Technology director, located in Room 331 of the high school building.
- Students will be expected to return the loaner iPad by the end of the school day to the media center until their issued iPad returns from Apple repaired, unless otherwise allowed.

### **Screen Savers and Background:**

- Only appropriate backgrounds and screen savers may be used on the iPad. •Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the iPad or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- Passwords on screen savers or any other parts of the device that are not issued by the school are prohibited.
- The iPad is the property of Loup City Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the iPad at any time.
- Violations of this policy can result in disciplinary action.

### **Sound:**

- Sound should be muted at all times unless permission is obtained from a teacher or administrator for educational purposes.
- Sound may only be used with headphones attached.
- Headphone use during class must be approved by the teacher.

### **Printing:**

- Students are only authorized to print to a school printer after being told they could do so by the teacher. No personal printing is allowed.

### **Managing Your Files and Saving Your Work:**

- Students should save all of their work to their iPad, DropBox storage, Google account, or to their iCloud account. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

### **iPad Applications (Apps):**

#### **Installed Apps:**

- The apps installed on your iPad must remain on your iPad in usable condition and be easily accessible at all times.
- Distributing apps to unauthorized devices is prohibited.

**Additional Apps:**

- Students may download appropriate apps for personal and school use. Administrators determine whether apps are appropriate in content and may uninstall apps that do not meet our criteria for appropriate use.
- Students are responsible for managing their allotted storage availability on their iPads. Personal apps may need to be removed to allow for needed storage on the iPad.

**Security:**

- The iPad has an anti-virus software package installed.
- The virus software will be updated from the internet. Students are required to allow anti-virus software updates to download uninterrupted.
- iPads will be filtered by software for appropriate use 24 hours day. Filtering solutions are not 100% fool-proof. Please see a teacher or an administrator if any inappropriate sites are seen or accessed.

**Inspection:**

- Students may be selected at random to provide their school-issued iPad for inspection without notice by administrators, teachers, and/or the technology department.

**iPad Identification and Protection:**

- Student iPads will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Students are not allowed to change the password that has been set by the school without administrative permission. Under certain circumstances passwords need to be changed if they have been compromised, but will only do so through the administration.
- Tampering with the iPad security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### **Acceptable Use Guidelines:**

- Students are responsible for their ethical, socially appropriate and educational use of the technology provided to them for their academic use.
- Access to Loup City Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use policy and this User Agreement policy to retain their privileges of using the iPad.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and iPad viruses.
- Any attempt to alter data, the configuration of the iPad, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out iPad for home use.

### **Integrity and Civility:**

- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:
  - ✓ Cheating
  - ✓ Plagiarizing
  - ✓ Falsifying information
  - ✓ Violating copyright laws
  - ✓ Hacking into others' systems, including the school and/or district
  - ✓ Gaining unauthorized access to any network or other iPad or computer

### **Email:**

- Students will be provided a school email address for school purposes only. Personal use of this email address is strictly prohibited.
- Emails are archived by the Loup City Public Schools for 7 years as required by state and federal laws.
- Emails are subject to filtering and search by Loup City Public Schools.

### **Technology Left in Unlocked Areas:**

- Under no circumstances should iPads or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any iPad left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.” If your locker lock combination has been compromised, see an administrator as soon as possible for a new combination.
- Unsupervised iPads will be confiscated by staff and taken to the administrative office. Disciplinary action may result from iPads being left without supervision. Each student is responsible for their iPad once it has been issued to the student.

### **Technology and iPad Other Acceptable Use Policies For Students:**

1. Students are expected to follow directions provided by staff with regard to using technology, the school district network, and computer applications made available through school use.
2. Students are expected to use technology in the classroom for school use only. Students may use iPads for appropriate personal use outside the classroom, during lunch, and before and after school as an example.
3. Students are expected to refrain from revealing personal information on any websites they may use.
4. If a student inadvertently reaches an objectionable website that wasn't blocked by the content filtering system, they are expected to navigate away from the page and report that website immediately to a teacher or the administration.
5. Students are expected to observe all copyright laws when using information and material found on the internet.
6. Use of technology, at school or at home, to support illegal, inappropriate or obscene purposes, or to humiliate or degrade another student or staff member is strictly prohibited and may be grounds for disciplinary and legal actions, account termination, and/or monetary damages associated with such use by the student. Illegal activities are defined as violations of local, state, and/or federal law.
7. Inappropriate use of technology is defined as activities associated with violence, obscenities, vulgarities, degrading or humiliating other student(s), harassment, threats, profanity, other offensive language, sexually explicit materials (including nudity, graphically or written), racial slurs and comments, and any other actions which are disruptive to the educational community of Loup City Public Schools.
8. Commercial use, product advertisement, or political lobbying activities on the technology equipment are prohibited.
9. Each user is responsible for all activity on the users account and will keep the password(s) confidential.

10. Students are responsible for keeping their storage space adequate enough to fulfill all school purposes.
11. Principals in each building are the final authority on discipline issues associated with acceptable use policies related to technology use. This includes all disciplinary matters unless it reaches long term suspension and/or expulsion levels, at which time students are afforded their due process rights associated with school district policy and state laws.
12. Loup City Public Schools cautions users that no computer network and filtering system should ever be considered completely private, and are subject to being monitored by local, state, and federal agencies.
13. Loup City Public Schools will take reasonable precautions to insure the security and appropriate use of the iPad network. However, it accepts no responsibility for harm caused directly or indirectly through its use.
14. Technology use consequences are listed in each school's student-parent handbooks.

Loup City Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network.

The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Loup City Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

Thank you for your support and cooperation in making our iPad Learning Initiative possible

**Student Discipline for Inappropriate Use:**

See Parent/ Student Handbooks.

**User Guide for iPad, by Apple, Inc.**

<https://help.apple.com/ipad/11/>

# General iPad Information

## Battery and Charging

- Students are expected to have their iPad charged each day when they arrive at school.
- The iPad battery will still be draining when the cover is closed and the iPad is hibernating. To ensure the battery stays charged longer, students can power down their iPad by holding the power button at the top of the iPad until they are prompted to let it shut down.

## Browser & Browser History

- Student content is filtered by ContentKeeper. Content filtering is not 100% effective, but is a strong supporting mechanism for ensuring students are safe while browsing.
- Students may not erase their browser history.

## Cases

- Students must have their iPad in a school issued protective case at all times.
- Students will check out the same device each year, except in years when we refresh our iPad contract with Apple, Inc.
- Each student will be provided an iPad, iPad case, USB sync cable and a 10W USB charger.
- Students will need to return all 4 of these items on the last day of each school year.

## E-Mail

- Students will be provided an email account which they will use to communicate with teachers. Please be advised this email belongs to the school and should only be used for educational and appropriate communication.

## Music

- Purchases made by the Loup City Schools will stay on the iPad for the length of its use by the district.
- Purchases made by students on their own Apple ID will remain with the student even after they have returned their iPad to the school.
- All downloads from the App Store and from iTunes take up storage space on the iPad. Please be careful how much you download.

## Notifications

- As a general rule, decline all pop-up requests.
- Students can set and remove notifications by using the notifications tab under the settings icon.

## Physical Care

- When cleaning the screen, use a soft cloth, similar to the cloths designed for eyeglasses or sunglasses to wipe the screen. Cleaning products such as windex, laptop cleaner pads or other products are not for use on school issued iPads.

- As with any computer, keep your iPad at a normal room temperature. It is not designed to be stored in hot or cold extremes when not in use.

### **Printing**

- At this time, students are not allowed to print from the iPad. It is suggested that students download items to their applications such as Google Classroom, Dropbox, iCloud, Evernote, etc.

### **Replacement Accessories**

- Students who lose or damage their USB sync cable, USB 10W charger or iPad case will need to have them replaced and pay the appropriate fee associated with each:
  - Replacement Apple USB sync cable \$10
  - Replacement Apple USB sync cable & 10W charger \$15
  - Replacement Loup City case \$15

## Loup City Public Schools Fee Structure for iPad

A fee must be paid in order for students to checkout an iPad from Loup City Public Schools as part of our 1:1 iPad Initiative. If the parent does not want their student to checkout the iPad and have 24/7 use, the iPad must be returned to the school's media center at the end of each school day.

**The current fee is \$20 annually. This fee is applicable for one academic school year.**

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	With Insurance	Without Insurance		Additional Items	Replacement Cost
Lost or Stolen iPad	<b>\$250</b>	\$300 (full replacement cost)		Sync Cable Only	<b>\$15</b>
Non-Repairable or Destroyed iPads	<b>\$75</b>	\$300 (full replacement cost)		Puck (Plug-In)	<b>\$10</b>
Cracked iPad Screen (Remains Usable)	<b>\$50</b>	\$300 (full replacement cost)		Puck & Sync Cable	<b>\$25</b>
iPad Repairs	covered	50% of total repair bill		School Issued Case	<b>\$35</b>

### Check One and Sign:

\_\_\_\_\_ I, the parent/guardian, agree that my student and I have read, understand, and will comply with all policies and procedures within the " Learning Initiative, Policies and Procedures" document. I wish to pay the annual fee of \$20. I understand that this fee covers one Apple iPad device that is property of Loup City Public Schools for one student.

\_\_\_\_\_ I do not wish to pay the annual fee of \$20. I understand that my student and I are responsible for the costs associated with the Apple iPad device that is property of Loup City Public Schools if damage should occur. I also acknowledge that the iPad will not be allowed to leave the school building (check and sign below).

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School Year \_\_\_\_\_ Student Grade: \_\_\_\_\_

# Loup City Public Schools 2019-2020



Parent-Student Handbook

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Intent of Handbook:

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

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

More policy details and specifics, as well as other topics, related to students can be found in the LCPS Policies & Regulations available in the office and on the school's website.

Introduction:

The focus of the school system is on the student. The students and their educational development is the central concern of the Board of Education's policies and the administrative regulations. The Board of Education, within the parameters provided by the patrons of the school district, will attempt to provide adequate facilities and available means to all who wish to learn in the school district.

General Procedures

All routine business and operations of the school will be handled through the Superintendent's office located in the 3-6 Wing of the main building. Parents having business related to a student or teacher should first call the respective building level office. If parents find it necessary to pick up or contact their children during school hours, please contact the office. All parents are asked to sign students out of the office and report to the office when either bringing students to school late or picking them up early. This helps with our attendance register, and in the afternoon helps bus drivers know who is riding and who is not riding the bus that day.

It is requested that persons not ask for children to be called to the telephone during class hours, or call or text students' cell phones during school hours. Messages can be delivered to students through the office at some convenient time.

K-6 Principal's Office = (308) 745-006  
7-12 Principal's Office = (308) 745-0548  
Superintendent's Office = (308) 745[-0120

Loup City Public Schools  
PO Box 628 – 800 N. 8<sup>th</sup> St.  
Loup City, NE 68853-0628

Students, parents, and others are asked to use the following communication mediums to stay current on school calendar and related information:

- LCPS home page website is <http://www.loupcitypublicschools.org>. Staff email and phone extension can be found here as well.
- Powerschool, the Student Information System used by LCPS can be accessed at the following website - <https://loupcity.powerschool.com>. A username and password will be provided to all parents.
- LCPS daily announcements and monthly newsletter can be found on the school's website.

## **Article I – Mission, Values, and Procedures**

Empowering Continual Success.

### **Mutual Respect, School Authority, Detentions, Student Responsibilities & Rights:**

The Loup City Public 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. Any school personnel (i.e. administrator, teacher, coach, sponsor, paraprofessional, custodian, bus driver, food service, secretary, person substituting in any school-related position, etc.) has the authority and the responsibility to warn and/or correct students for misconduct anywhere in the building, on the school grounds, or at school-sponsored functions, at home or away. Students are expected to show respect for and cooperate with any school-related personnel in all situations.

### **Classroom Rules and Syllabi**

Students are expected to abide by individual classroom rules that are established by each classroom teacher. Failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action from the Principal's Office, ranging from verbal reprimand to suspension or expulsion. Individual classroom rules will be distributed by each teacher at the beginning of the school year or upon enrollment. Students must also fully understand that any school official has the authority to correct misconduct at any time. Detention may be assigned by any teacher to a student who may or may not be in his/her class.

### **Grievance Procedures**

The proper procedures for a parent/guardian 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, 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 person involved in the complaint matter.
- Step 2 - Appeal to the Principal, in writing, if the matter is not resolved.
- Step 3 - Appeal to the Superintendent, in writing, if the matter is still unresolved.
- Step 4 - Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

All appeals to previous decisions need to be made in writing. The written appeal should also include documentation of all of the steps previously taken to try and remedy the matter. Each side of the matter is responsible for their own documentation. Appeals to the Superintendent and Board of Education will strictly deal with whether or not school rules or policies were being followed at the lowest level.

## Article II – School Day

### Assemblies, Rallies, and Other Special Events:

Assemblies, special programs, pep rallies will be held from time to time during the school year. Some of these performances will be staged by professional entertainers and guests. These programs are determined by their appropriateness for the age group. Assigned students will attend assemblies, etc., unless excused by the administration. Any time we have invited guests we ask our students to do the following:

1. Show your appreciation for their hard work and performance appropriately.
2. Be an active listener or participant.
3. Be respectful even when you disagree.
4. Know that your behavior is indicative of the opinion our guest will have of Loup City Public Schools.
5. Be aware that inappropriate behavior may have you excluded from other assemblies or performances.

### Bell Schedules

Students should not arrive exceptionally early for school, unless a school-related event requires such early attendance. Buses will plan their arrival time shortly before the day's first bell rings to start school. All students should leave the building promptly and orderly after dismissal at the end of the school day, unless they are required to stay for some reason. In such cases, the students will be under the jurisdiction of the school teacher or activity sponsor requiring them to stay. Students are not to be on school grounds outside of school hours if they are not participating or attending a specific activity involving the school.

Elementary students begin school regularly at 8:10 a.m. and 7-12 Students begin school regularly at 8:10 a.m. Grades K-2 regular dismissal is at 3:30p.m., while grades 3-6 regularly dismiss at 3:35 p.m. and grades 7-12 dismiss at 3:38 p.m.

#### Regular Monday Bell Schedule (Secondary)

Period 1	8:10 – 8:55
Period 2	8:59 – 9:44
Period 3	9:48 – 10:33
Period 4	10:37 – 11:22
Period 5	11:26 – 12:11
Homeroom/Lunch	12:13 – 1:13
Period 6	1:15 – 2:00
Period 7	2:04 – 2:49
Period 8	2:53 – 3:38

#### Regular Tuesday-Friday Bell Schedule (Secondary)

Period 1	9:10 – 9:47
Period 2	9:51 – 10:28
Period 3	10:32 – 11:09
Period 4	11:13 – 11:50
Period 5	11:54 – 12:31
Homeroom/Lunch	12:33– 1:33
Period 6	1:36– 2:14
Period 7	2:18 – 2:56
Period 8	3:00 – 3:38

#### 10 a.m. Late Start (Secondary)

Period 1	10:00 – 10:36
Period 2	10:38 – 11:15
Period 3	11:17 – 11:53
Period 4/Lunch	11:55 – 1:04
Period 5	1:06 – 1:42
Period 6	1:44 – 2:21
Period 7	2:23 – 2:59
Period 8	3:01-3:38

#### 2 p.m. Early Dismissal (Secondary)

Period 1	8:10 – 8:47
Period 2	8:51 – 9:27
Period 3	9:31 – 10:07
Period 4	10:11 – 10:47
Period 5	10:51 – 11:27
Period 6	11:31 – 12:07
Period 7/Lunch	12:11 – 1:19
Period 8	1:23 – 2:00

### Bus Transportation:

Riding a school bus is a privilege. The bus driver is the authority while students are on the bus either during a regular route or an activity route. Students may choose their seating, but the driver reserves the right to assign you a different seat, either for the child's safety or for disciplinary reasons. All drivers are to report misconduct of students to the principal. The school district requires students to conduct themselves in a manner consistent with established standards of classroom behavior. Students who are not able to maintain appropriate, safe behaviors on the bus will be subject to suspension or removal from the bus. This decision will be made at the discretion of the principal. If suspended or removed from a bus, parents of these students will be responsible for their transportation to and from school and/or any activity.

The following rules apply to all students while a passenger on the bus, whether for a sporting event, class trip, or regular route:

1. Under the direction of the driver or sponsor, each student is to be assigned a seat and be held responsible for that seat.
2. Riders must be on time.
3. No throwing anything while inside the bus or putting things outside the windows.
4. Remain seated on the bus at all times.
5. Conversations on the bus should be appropriate and quiet to allow the bus driver to safely operate the vehicle.
6. Only regular route passengers and/or stops are allowed unless written parental notification is received by the school.

### Cafeteria

The cafeteria, in addition to serving as a lunchroom, is also a public area where good social skills can be developed and practiced. We expect students to use appropriate noise levels and language in all areas of the school.

- Courteous behavior, such as observing good dining room standards at the table and in line, leaving the tables and surrounding area clean and orderly, and putting trash and trays in the proper containers will be expected at all times.
- Students should not leave the Commons Area unless you have permission from the lunch room supervisor. Lockers are not to be used during lunchtime without special permission from a teacher or lunchroom supervisor. Anything needed from a student's locker is to be taken to lunch with you. Do not wander the halls. Be appropriate and respectful.
- Students may visit the library as well, but only if there is a librarian present and they ask permission to be there. Visit in an orderly and civil manner.
- Breakfast and hot lunch will be available to all students at a cost set by the Board of Education. Breakfast will be served starting at 7:45 a.m. and will end with the warning bell at 8:10 a.m. Breakfast items will be available until 9:00 am. Each student must follow teachers rules for food in the classroom. Students may not be dismissed from class to get breakfast and cannot use grabbing or eating breakfast as an excuse for being tardy to class.
- Loup City Public Schools will enforce the following policy for family lunch accounts with a negative balance. If a student does not have money in their account, there is to be no charging of ala carte purchases (cookies, juice, fruit snacks, etc.). Students will NOT be denied a lunch due to negative lunch balances.
- will be reminded periodically of their low balances as they proceed through the food line. Account balances can be accessed using PowerSchool. Outstanding bills may be sent to a collection agency if other attempts have failed to take care of a negative balance.

- 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.
- This institution is an equal opportunity provider.
- 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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to ISDA 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:

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

### **Closed Campus**

All students are to stay on the school grounds during the school day. This closed campus regulation includes the lunch period. Students are not allowed to be excused during this time. Students will need to collect missed homework or personal items outside of school time. Instructional time is very important to us and we ask that you help us to preserve it by not requesting they leave during the school day.

### **Computer Network Usage**

The computer network is provided by Loup City Public Schools for school usage. This usage is for educational purposes only and restricts students from tampering with the normal and acceptable functioning of the system. Students who tamper with or in any way disrupt or inappropriately use the computer system will not be allowed access to the network and will be responsible for any costs the school incurs to repair the system hardware or software.

### **Emergency Drills & Evacuation Procedures**

State laws require schools to conduct regular emergency evacuation drills and to inform school attendees of such procedures. Students are expected to follow directions presented by school officials and cooperate in related drills. Whenever alarms sound or procedures are put in place, all students and teachers must respond accordingly. We ask that students remain calm and quiet to hear the instructions of the staff and emergency personnel. Fire and Emergency exits are clearly marked in each classroom and hallway.

### **Fees, Fines, and Bills:**

It is the student's responsibility to see that all fees, fines, bills, and debts are paid in full by the end of each school year. Report cards, school transcripts, and diplomas will not be circulated from the school until all bills, fines, and property is settled.

### **Food & Drink in the Classroom**

As is the case for all behavior, each classroom teacher or area sponsor will control what is permitted in that area in terms of eating and drinking, including candy and snacks. Students must use common sense and show respect.

### **Hallway Passes**

Students should be in the classroom from the beginning bell until dismissed by the teacher. If students are in the hall they are expected to have a hallway pass signed by the teacher and their destination clearly listed. Late or Absence Excuse passes will be issued by the Principal's Office, or guidance office to admit to class or to excuse from class, depending on the circumstance. Teachers can issue a pre-signed pass to a student to come and receive assistance on course work.

### **Hazing**

No teams, organizations, classes, etc. will be allowed to initiate or haze any members (new or old). This is a violation of Nebraska statute and will not be tolerated.

### **Media Center**

The school does provide an instructional materials center. The media center is open each school day for the duration of the school day. This media center is a cooperative venture with the The use of the Media Center, appropriate behavior is expected at all times. Fines may be issued for overdue library materials.

### **Parent Visits and Conferences:**

Parents are welcome to visit the school. We do ask that you first stop in the office and complete visiting procedures. We also ask that you understand visits that are not planned in advance are disruptive to the school day and we want to make sure your child and their class is able to maintain appropriate behaviors in all situations. Parent/Teacher conferences are held each semester, while others will be scheduled individually as needed between the parent and teacher.

### **Permanent Records:**

Loup City Public Schools uses an individual cumulative record that follows each student in the school system from Kindergarten through graduation. This record contains a great deal of information.

Legislation makes it necessary for you to furnish written authorization for the release of your school records. A form will be offered to students and parents to permit records to be sent to educational institutions or prospective employers. No records will be sent without written authorization.

### **Scheduling Events & Posting Announcements/Notices**

All class and organization activities must be approved by their sponsors and the administration before information is placed on a calendar or publicized. No school activities will be held on Wednesday nights and Sundays without administrative approval as these nights are reserved for family-related activities.

All items posted or to be distributed to students or school personnel are to be approved by the administration and sponsor prior to posting or distribution.

### **School Dances:**

When an organization wishes to have a dance, the sponsor must ensure there are no scheduling conflicts. The following rules will be in place for all dances:

1. All dances must be approved by the principal.
2. All dances must have adequate supervision, which will include the sponsors and may include parents of students.
3. The doors to the dance will be closed at a designated time. Once students leave the dance, they will not be readmitted without approval of a sponsor or administrator. If a student's arrival or departure time is deemed unusual or inappropriate, parents will be notified. Dances will end no later than midnight unless permission for an extension is granted by the principal.
4. Dances should be planned to include the appropriate student body. Only grades 9-12 LCHS students and outside dates 20 years old and younger will be permitted to attend LCHS homecoming dance and Prom. Non-LCHS student/dates must be pre-approved by principal. Outside guests must leave the dance if their LCHS date also leaves.
5. Appropriate school behavior is expected at all LCHS dances. Any illegal behaviors will be reported to law enforcement. A breathalyzer may be used at the entrance of the school dance. Personal and physical properties are to be left in the same condition as when the dance started.
6. Students who are suspended or expelled from school and/or academically ineligible will not be eligible to attend the dance.

### **School Lockers**

School lockers are the property of the school district. These lockers are provided for students to temporarily store personal possessions ordinarily used in their day-to-day school activities. The right of inspection of student's lockers is inherent in the authority granted school boards and administration and should be exercised so as to assure parents that the school, in pursuing its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of its students. Students are urged NOT to keep money or other items of value in their lockers. Use lockers for book storage. Use of locks is encouraged. Students are responsible for the care and cleanliness of their lockers. Within reason, students can place things on the inside of their locker. Nothing is to be placed on the outside of student lockers unless approved by the administration.

Athletic locker rooms will be kept locked throughout the day. These areas are not supervised and therefore cannot be used during the school day, except for Physical Education. Students should use their hallway lockers during the school day.

### **School Property and Textbooks:**

Textbooks will be issued to the students by classroom teachers. Each book is numbered and assigned to the student who receives it. In many cases, teachers may require students to put covers on the books. Pupils damaging books or property beyond normal or ordinary repair will be required to pay for the more than ordinary damage done. Payment for damaged or lost books or property must be taken care of before the final grades are recorded. Report cards, transcripts, and diplomas will be withheld from anyone who has not paid fines/bills or need to return school property.

### **School Trip Permission**

The school feels that a well-planned school trip (i.e. field trip, academic visit, etc.) is an important aspect of the child's learning. The parent is asked to grant permission at the beginning of the school year or at the time of enrollment of their child with the receiving of this publication, giving permission for the child to accompany its peers on any school-related trip during the school year. Those opting out must contact the office. When an activity is determined that requires leaving the school, parents will be notified of the trip's nature. School-sponsored trips will likely involve school transportation. School

sponsors will be in charge of the students, and the students are expected to and will be held accountable by LCPS student conduct rules.

### **Severe Weather and School Cancellations & Closings**

The Superintendent is authorized by the Board of Education to close schools in case of severe weather or other significant circumstances. A mass notification and emergency alert system is in place to provide immediate information about school-related announcements. The information is also broadcast regularly by radio and television stations.

### **Student Driving and Parking:**

All vehicles driven by students must be parked in the north parking lot; NOT IN FRONT OR BEHIND THE SCHOOL. Cars and other vehicles that are not properly parked may create problems for emergency vehicles and will have to be moved. Students will not be allowed to drive a vehicle at any time during the school day, unless special permission is granted by the Principal. Students will not sit in cars or loiter in the parking lot during the school day. Any student whose driving endangers other students or is contrary to safe driving laws will result in referral to law enforcement officials or additional intervention by the office. Student drivers are expected to yield to school buses near the schools at any time and to pedestrians in or approaching the crosswalks. Students will also be expected to stop for buses with their stop arm out at any time.

### **Student Planners**

Junior high students are issued planners in order to document assignments, meetings, and other important information for the student. High school students may request a planner if desired.

## Article III – Use of Buildings and Grounds

### Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any activity event sponsored by the school must be reported immediately to the office.

### Bicycles, Skate Boards, Roller Blades, Scooters, Etc.

Bicycles must be parked in the appropriate places and not randomly placed around the school. Skate boards, roller blades, scooters, etc., are forbidden from school grounds. As is the case with all personal property, the school is not responsible for damage or theft to personal items on school property or injuries resulting from such activity.

### 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 the office. The person or organization responsible for distributing the posters is responsible to see that all posters are also removed.

### Care of School Property

Students will be held responsible for damage they purposely and wrongly make to public school property:

1. Students are responsible for the proper care of all books, equipment, supplies, furniture, etc. supplied by the school.
2. Students who disfigure property, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Fines may be levied against a student at the discretion of the staff and administration.
4. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students are responsible for paying all their fines and other school-related expenses.

### 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.

### **Entering and Leaving the Building**

During the school day, students are to remain on campus all day unless excused in accordance within school policies. Upon returning to school during the day, students are to report to the office and sign in before attending classes. Students leaving school early must follow appropriate procedures, including signing out in the office with prior parental and/or school permission.

The secondary regular school day ends at 3:38 p.m. Make-up work, special help, assignments after school, activity meetings, athletic practices, and other school activities can begin at that time. It is important that students who are involved in any of these activities report to that designated area. All other students must clear the building as soon as possible. Students involved in special activities before or after school hours on regular school days, or any other time school is not in regularly scheduled session, must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. Students entering a building prior to regular school hours must remain in designated areas as no specific supervision is provided by the school. Students are asked to not enter buildings too early in the day, stay too late after school, or wander or otherwise partake in random movement throughout the buildings without a specific school purpose or adequate supervision. Failure to do so will be referred to the administration.

### **Gift Policy**

According to Board policy, gifts to school personnel shall not be encouraged. Policy also outlines that gifts brought to school should include all students in the student’s class. Thus, gifts to individual students and teachers are not encouraged. If parents desire to present a gift to their children for special occasions, they are requested NOT to deliver or have delivered such items directly to the school or classroom, but rather to present them to the children at home before or after school. During the school year for special occasions such as school activities, holidays, birthdays, etc., gifts, balloons, flowers, and cards may be delivered to and coordinated through the respective school office during the last period of school. Items should be labeled so students and teachers can be notified that they should stop by the office. The school shall not be held responsible for items not delivered or picked up at the office.

### **Insurance**

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

### **Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must use a pair of safety glasses when entering any of these areas. Students choosing not to obey safety rules are choosing not to participate in class.

### **Lockers & Book Bags**

Students in 3<sup>rd</sup>-12<sup>th</sup> grades will be assigned a locker. Students must use their own lockers and are not to share lockers with other students or change lockers, except as assigned or approved by school officials. It is recommended that lockers be locked so long as a combination or extra key is also submitted to the office. Students are expected to keep all books, etc., in

their assigned locker. Students are also responsible for the cleanliness inside and outside their locker. Nothing is to be placed on the outside door of their locker without administrative approval. Students may be assessed a fine for damage to lockers. Book bags will not be allowed into the classrooms or library. Students should store school materials in their hallway locker, while PE and sports articles should be stored in their athletic locker.

### **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.

### **Nuisance Items**

Cell phones, laptops, radios, iPods, cameras, or any and all other electronic devices and nuisance items are not permitted in classrooms unless for an educational or emergency purpose approved by the teacher and/or administration. Such nuisance items can be confiscated by school officials and subsequent student disciplinary action may be applied. Teachers may require all students to turn in these items at the beginning of class. The aforementioned items and other valuables such as money are not recommended to be brought to school in case of loss or theft.

Audio or video taping in the classroom is not allowed unless permission is given by the teacher or administration.

### **School/Student Safety**

In interest of school safety, students are expected to abide by all rules set forth by their teachers, sponsors, and/or coaches. Student behavior must conform to standards and measures of safety. Unsafe actions may result in expulsion from class or school. It is recommended that students wear clothing that ensures the best safety for themselves (i.e. full-length pants without holes or frayed edges, footwear enclosing the entire foot and toes).

### **School Wellness Policy**

Schools throughout the nation are required to adhere to a federal law requiring strict rules related to healthy habits in the school's curriculum, instruction, and experiences. Therefore, new rules may be implemented as the District provides a health-promoting school environment to instill habits of lifelong learning and health.

### **Searches of Lockers and Other Types of Searches:**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property and/or electronic devices, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

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 a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items" such as cell phones, iPods, and other electronic devices) may be confiscated from student possession. Students refusing to do so will choose to remove themselves to the office or school completely.

4. Electronic devices of any kind (cell phones, iPods, cameras, lap top computers, etc.) which are deemed inappropriate for the educational climate are prohibited for display or use in classrooms or during instructional time or school activity whether on immediate school grounds or regular school hours. Thus, if it is a school event or activity, electronic devices are deemed off limits and are prohibited and can be confiscated by school officials. Students may be expected to turn in their phones to the teacher before the start of a class period. Like vehicles, by bringing cell phones and other electronic devices to school, the students and parents consent to the search of that device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Cyberbullying and sexting are prohibited at school and school-related activities, just as bullying is prohibited. The sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of sexual nature in electronic or any other form on school grounds or activity is prohibited. This includes but is not limited to a computer, cell phone, or other electronic device. Thus, an ongoing pattern of physical, verbal, or electronic abuse is prohibited. There is no right to privacy as it relates to cell phones, lap tops, and other electronic devices on school grounds or at a school activity.

### **Student Interviews by Third Parties**

In accordance to Board policy, individual pupils may not be interviewed by any person, except a professional of the Board of Education without the permission of the principal. Principals must obtain parental permission prior to allowing individual students to be interviewed by persons other than professional district employees unless there is suspicion of child abuse. If abuse is suspected, the principal or guidance counselor will be present during the interview. Nothing in this policy shall be intended to interfere or prevent the proper arrest of a student by an authorized officer of the law. Parental notification of an arrest shall be made by law enforcement or the Superintendent as soon as reasonably possible.

### **Student Pictures**

A school appointed photographer will visit each building to photograph each student. All students are asked to do this for school yearbook and related necessities. These pictures are offered for sale to each student but are NOT required. There is also a composite picture made of each of the K-6 grades.

### **Student Use of Copy Machines**

District owned copy machines are intended for appropriate educational use. Students and student aides are not under any circumstances to produce copies for personal use or personal gain. All copies should be done for an approved educational purpose as directed by a supervising teacher or office personnel. Inappropriate uses will result in lost privileges, as well as subject to appropriate disciplinary and academic punishment.

### **Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch that day, then leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage. Students are provided with padlocks for their school and athletic lockers and are encourage to use them at all times.

### **Tobacco-Free Environment**

Loup City Public Schools declares all of our schools buildings and grounds to be tobacco-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic and other extracurricular events, remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

### **Use of Telephone**

Use of the office phone should be limited to a need basis, not just a convenience. The public courtesy phones are available for student use, but this right should not be abused. The courtesy phones are not to be used during class time, nor is phone use to be an excuse to be tardy to or absent from class. Do not use or display cell phones in class unless directed by the teacher to do so for educational purposes.

### **Video Surveillance**

Notice is hereby given that video surveillance may occur on District property. 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, including the classroom. Teachers that wish to video-record their classroom must get permission from the administration beforehand. 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.

### **Visitors**

All visitors must report to the office to sign in and receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting school. Although discouraged, student visitors also are required to check into the office for administrative approval, preferably ahead of time. LCPS students with poor academic or behavioral patterns may NOT be permitted to have visitors at school. Visitors must have parental approval of both their parents, as well as the parents of the LCPS student for which they are a guest. If unapproved, visitors will be expected to leave school property or stay in the office. If approved, visitors must abide by school rules like regular attendees, including teachers not allowing student visitors.

### **Water Bottles and Other Drink Containers**

Students will not be allowed to bring outside beverage containers (ie: Coffee Mugs, Fountain Drink Cups, etc.) into the building during the day. Students may bring an empty water bottle that they can fill with water throughout the day, although individual teachers can determine if they will allow them in their classrooms or not.

## Article IV - Attendance

### **Attendance Policy :**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal. It shall be the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

### **Attendance and Absences:**

An absence from school will be reported as: (a) an excused absence; (b) an unexcused absence; or (c) an exempt absence. Parents must call the school if their child will not be in attendance for all of or part of the school day.

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

1. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
2. Illness which causes a student to be absent from school,
3. Doctor or dental appointment which require student to be absent from school,
4. Court appearances that are required by a court order,
5. Family trips in which student accompanies parent(s)/legal guardian(s),
6. Other absences which have received prior approval from the Principal.

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

Unexcused Absences: An absence which is not excused. If a student's absence is unexcused the student will be required to make-up school work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law Neb.Rev.Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Exempt Absences: An absence that is the result of a student partaking in a school activity, athletic event, or field trip will be considered an Exempt Absence and will not count towards excessive absence policies or procedures. In all cases, the students will be required to have a make-up form filled out and signed by all of the teachers of the classes they will miss that day. Students may be required by the teacher to complete work before the form is signed. Students will not be allowed on the bus without a complete and signed make-up form.

Absence Procedure: A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issue by the Principal's office. A conditional admit slip,

good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 10:00 a.m. While a parent or doctor note or some other form of documentation may excuse the student's absence, the day/period missed will still count towards the ten maximum periods missed for receiving class credit.

For unexcused absences, the student may lose points in each class period missed.

For exempt absences, work may be required to be done before the teacher signs their form. Any work that is included on the make-up slip will need to be completed and turned in upon return or at the regular due date for the assignment. If work is not included on the make-up slip, then the procedures for make-up work due to excused absences will be followed (ie: 2 days for each day missed).

Mandatory Ages of Attendance: The mandatory ages of attendances for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18. A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21.

Excessive Absenteeism: Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal. Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar, with or without a reasonable cause. Thus, students absent for more than ten (10) times in any class period during a semester in grades 7-12 have reached excessive absenteeism. Students in grades K-6 who accumulate five (5) absences in a quarter shall be deemed to have "excessive absences." If any student has accumulated excessive absences or the hourly equivalent as aforementioned – excused and unexcused, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. After the 6<sup>th</sup> absence parents will be notified via mail of the proximity to the limit of 10 absences in a semester. parents again will be notified by mail on the 9<sup>th</sup> absence.
2. A meeting or meetings between the the student's parent/guardian, the building principal and the student to solve the excessive absenteeism problem will be requested after the child has 12 absences.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by the building principal or designate to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and the child to discuss any referral to appropriate agencies to remedy the conditions.

Reporting Habitual Truancy: Students of mandatory attendance age who accumulate twenty (20) absences per year (combination of excused and unexcused so just the total days absent) shall be deemed to be habitually truant. If the

student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. ' 79-201, (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that statute. If within one week after the time such notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides.

### **Making Up Time for Excessive Absences:**

Students that are considered excessively absent will be required to make up their days. These days will be assigned by the Principal either before school, after school, on inservice days, on Saturday, or in the summer. Credit for courses will be withheld until the student has satisfactorily made up their time for excessive absences.

### **Make-Up Work:**

Written make-up work may be assigned for each day missed regardless of the type of absence, including school activities.

For personal absences (i.e. illness, appointments, family, etc.), the student must obtain a make-up slip from the office for re-admittance to classes. For excused absences, two (2) days is given to make up each (1) day absent. Only in unusual cases or prolonged illness will more than two weeks be granted for completing make-up work. If make-up work is not completed, students may receive no (0%) credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. However, administrative intervention may also be necessary to remedy certain situations. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If parents and/or students request assignments, the school should be contacted by no later than 10 a.m.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family), the student, upon returning to school, is responsible a) for requesting assignments for makeup work and b) for completing the makeup work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

In cases of school missed due to a school activity (i.e. speech, golf, track, etc.), activity participants must complete a make-up slip and return it to the sponsor BEFORE participating in the activity. Teachers may require students to complete work before signing the make-up slip. Any work indicated on the make-up slip must be completed and turned in when the student returns to class or at the regularly schedule due date. If work is not indicated by the teacher on the make-up slip, then the procedures for make-up work for excused absences will be followed.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, short-term work requirement, applying for a job, family trip, college visit), the student is responsible a) for requesting assignments for makeup work prior to his/her absence and b) for completing the makeup work on his/her own initiative by the due date.

### **Tardiness:**

Students tardy to 1st Period class are to sign in at the office. Students will be considered tardy to school if they are not in their assigned class or ready and attentive in their assigned area when the bell for their first class rings, unless excused by authorized permission. Students are encouraged to be punctual and prompt.

Students will be given three tardies per semester during 1<sup>st</sup> period. Any subsequent tardies will result in the time being made up before school, during lunch, or after school. Excessive tardies will result in further discipline, including mandatory morning

sessions. Any tardy which exceeds half of the class period will be counted as an absence.

**Tardy to Class:** Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time. When a student misses half or more than half of a class period, he/she will be counted as absent.

**Leaving School Early/Arriving Late:**

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 phone call from the parent or legal guardian. If a student arrives late to school or 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.

**Attendance Required All Day to Participate in Activities:**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes any activity/athletic contests, practices, dances, etc. Prior arrangements can be made with the principal for funerals, medical, or other family-related appointments. Failure to attend any part of that school day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

**Perfect Attendance:**

Students who are not absent from school for any class periods during the school year will be recognized as having perfect attendance. Students are NOT counted absent from school for school activities.

## Article V – Scholastic Achievement

### **]Grading System:**

Loup City Public Schools uses the following letter grading system for grades 2nd -12th:

A	94 - 100	Excellent
B	86 - 93	Good
C	78 - 85	Satisfactory
D	70 - 77	Needs Improvement
F	Below 70	Failing (No Credit)

Grading systems and class procedures will be established by individual classroom teachers and given to the students or posted in the classroom at the beginning of the year.

### **High School Graduation Requirements:**

<u>Course Requirements</u>	<u>Hours/Credits</u>
English	40 hours
Social Studies	40 hours
Math	40 hours
Science	30 hours
Physical Education	10 hours
Speech	5 hours
Life Skills	5 hours

MINIMUM TOTAL HOURS TO GRADUATE – 250

To receive a diploma a student must earn at least 250 semester hours credit of classroom work in grades 9 through 12. All students must carry a specified course assignment in all eight class periods during each semester.

Valedictorian and Salutatorian will be based on student's GPA. This award will be based on the GPA at the end of the second semester. Unless the grades are identical to two decimals, there will be only one Valedictorian and Salutatorian.

Grade Point Average (GPA) does not include Band, Chorus, Drama, Journalism, Life Skills, Weight Training, or other elective courses approved by the administration. However, credits for these classes will be counted towards graduation totals. All other class grades will be counted in arriving at a GPA.

### **High School Yearly Course Requirements & Course Load:**

High School students in all grade levels are required to register for appropriate courses and course load. Please see the Guidance Counselor for your particular needs.

### **Promotion & Retention:**

The professional staff at Loup City Public Schools will place students at the grade level and in the courses best suited to them academically, socially, and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the

professional staff to be appropriate for the educational interests of the student and the educational program.

**Schedule Changes:**

Students needing schedule changes should notify the guidance counselor. Final approval of all schedule changes will be made by the Principal. Second semester schedule changes will be limited and subject to administrative approval. Generally, schedule changes will not be allowed after the first week of the semester.

**Progress Reports:**

Progress Reports are mailed at the midpoint of each quarter. They are intended to provide information concerning student progress. Progress Reports do not necessarily mean a student is failing the subject, only that he/she is doing below average work and/or not working up to their ability. Students and parents are strongly encouraged to directly contact individual teachers to discuss concerns and strategies to help students be successful.

**Report Cards:**

Report cards are issued at the end of a final grading period. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students who receive an INC will be given two weeks after the semester to complete the work and turn it into the instructor. Failure to do so will cause the grade to change to the grade with the assignments marked as not completed.

**Parent-Teacher Conferences:**

Parent-teacher conferences will be held during the 1st Quarter and 3rd Quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office or making arrangements with one or more teachers as needed.

**Honor Roll:**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as students with DISTINCTION.
2. Students receiving no other grade lower than a "B" will be classified as students with HONOR.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in Sherman County Times after each quarter.

**Semester Tests:**

Semester tests or final projects may or may not be given in each class. Students who are assigned a final test or project will need to have it completed before a final grade will be issued.

**Homework:**

The purpose of homework is to extend and reinforce the learning experiences of the child beyond the classroom. The frequency and size of assignments depend upon the age, grade, interest, and working ability of the child. Students are expected to complete each assignment to the best of their ability.

**Testing:**

Achievement tests and other specialized assessment instruments are scheduled periodically throughout the school year. Cooperation is asked that students make every effort to both attend school these days AND give maximum effort in completing these tests. Recent laws and regulations make these tests and related scores VERY important for both the student and District.

**Recess/Playground/School Grounds Rules:**

Recess is provided daily for elementary students. Students are expected to come to school dressed for the weather (cold, hot, wind, rain, snow, etc.) as recess may be held either outdoors or indoors depending on the circumstances. Students may be asked to sit outside and watch rather than participate if they are not dressed for the weather as they will not be allowed to stay inside.

Students will not be allowed to bring items for home for school recess to ensure that there is a safe environment.

**Dual Credit and College Courses:**

Students have the opportunity to take courses through Central Community College and other accredited colleges for college credit or dual credit. Students participating in dual credit or college credit will need to be responsible for the registration with the accredited post-secondary institution. . Parents and/or students are responsible for paying all costs of tuition, books, supplies, fees, and taxes that are associated with these courses. High school credits earned through dual credit courses will be included in the students' GPA, credits from college credit courses will not be included in the GPA for Loup City.

## **Article VI – Support Services**

### **Special Education Identification And Placement Procedures:**

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

**Identification of Students with Disabilities:** Students who are experiencing difficulty in the academic achievement may be monitored by the MTSS team to help meet achievement goals. Students who continue to have difficulty after many interventions have been implemented and monitored to have a referral to special education. The parents will be contacted many times to ensure that there is appropriate communication of educational goals. When parents are notified of a request for teaestin it will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, an MDT conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

**Reevaluation:** Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

**Individual Education Program (IEP):** Each student who has been identified with a learning disability under NDE Rule 51 disability must have a written IEP prepared by the IEP team, which will include the child's parents, specifying programs and services which will be provided by the schools.

**Parental Review of Programs:** Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

This is a summary of the Loup City Public Schools plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Loup City Public Schools District Offices.

### **School Counselor:**

The Loup City Public Schools employs guidance counselor(s) for the purpose of assisting students with a variety of concerns. These concerns may be academic or personal in nature. The school counselor will work with the student to p[rovide the appropriate services. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Counseling – The guidance office is a good place to go when you need an “ear”. Confidentiality is the number one priority here, so you can feel free to come in and discuss whatever is on your mind. We all have problems, and it can often help to talk them over with someone who cares. Don't be afraid to seek counseling from your teachers, principal, or counselor.

Career Guidance – A wide range of career information is available in the guidance office. Whether you are planning to enter the job market immediately or planning to further your education, resources are here to help you get started. As you go through high school, take the time to explore as many career avenues as you possibly can. The resources in the guidance office will be helpful.

Scheduling of Classes – The guidance counselor helps you schedule your classes each year. Your counselor will attempt to help you select classes which will best meet your needs and prepare you for your future. Class selection is very important, and you should discuss it with your parents, teachers, and counselor. A reminder that student schedule changes cannot be made after the second week of school without administrative approval. Due to budgeting and planning, schedule changes for 2nd semester will be limited and subject to prior administrative approval.

Testing – The guidance department also coordinates the testing program in your school. Testing is a good way to gain a better understanding of you and your needs. Remember, it can also help you understand yourself, since you have access to all test results. Many of the tests are useful career planning tools, especially those which you take during your Junior and Senior years.

### **Health Services:**

School health personnel will notify parents when a student needs to be sent home from school due to illness. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication: Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

Dispensing of Medicine: The office keeps Tylenol and other non-aspirin on hand for emergencies. The staff of Loup City Public Schools is not permitted to dispense medication of any type without a Parent Authorization Form being signed and returned to the office. Any employee who elects to dispense medication to students without this form being signed stating it is OK to do so, does so at his/her own risk, and Loup City Public Schools will not assume any liability for such action.

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

December 1.

Physical Examination: Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school office.

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

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

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

Birth Certificate Requirements: State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Loup City Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Immunizations: Students must show proof of immunization upon enrollment in Loup City Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak. Immunizations against the following are required for every child: • measles • mumps • rubella • poliomyelitis • diphtheria • pertussis • tetanus •

### **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 program for all students of the schools. 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 60 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 abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and 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. 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. 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. 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 Loup City Public Schools 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.

Tobacco, Alcohol, and Other Drugs: As a participant in Toward a Drug Free Nebraska Program, certain training level standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques of resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to (1) determine program effectiveness and implement any necessary changes, and (2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco (including smokeless tobacco), controlled substances or "look-alikes" on school property, at school sanctioned activities (either on school property or at other sites), or when being transported in vehicles dispatched by the school district.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the Every Student Succeeds Act, 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 VIII – Student Rights, Conduct, Rules and Regulations**

### General Discipline Philosophy

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

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

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

### Forms of School Discipline

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

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

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

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

### **After School Sessions and Detentions**

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

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

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

### **Saturday School**

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

### **In-School Suspension**

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

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension

before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:
  - a. All work assigned for the suspension is completed upon on the end of the suspension period.
  - b. Work assigned is not a long term project, which will allow for the correct deadline.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

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

### **Expulsion**

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.

**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.

**Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

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

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

3. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
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, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
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 (see also board policy on weapons and firearms);
8. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
9. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
10. Engaging in bullying as defined in section 79-2,137 and in these policies;
11. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
12. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
13. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the

purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

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

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
- 4. It is a violation of state law that endangers the health and welfare of staff or students; or
- 5. It is a violation of state law that interferes with school purposes.

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

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

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. 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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence 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.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### **Additional Student Conduct Expectations and Grounds for Discipline:**

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

### **Student Appearance:**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes like shop and PE areas. Students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program also can be asked to conform to additional and special grooming and dress codes.

### **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

**Electronic Devices:**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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

**Public Displays of Affection:**

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

**Harassment and Bullying Policy:**

It is the policy of Loup City Public 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 (5) school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Network, E-Mail, Internet and Other Computer Use Rules**

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

#### I. Student Expectations in the Use of the Internet

##### a. Acceptable Use

- i. Students may use the Internet to conduct research assigned by teachers.
- ii. Students may use the Internet to conduct research for classroom projects.
- iii. Students may use the Internet to gain access to information about current events.
- iv. Students may use the Internet to conduct research for school-related activities.
- v. Students may use the Internet for appropriate educational purposes.

##### b. Unacceptable Use

- i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- iii. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- iv. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
- v. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- vi. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- vii. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- viii. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- ix. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- x. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- xi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- xii. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xiii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- xiv. Students shall not falsify electronic mail messages or web pages.

## II. Enforcement

### a. Methods of Enforcement

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

### b. Consequences for Violation of this Policy

- i. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  1. Loss of computer privileges;
  2. Short-term suspension;
  3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  4. Other discipline as school administration and the school board deem appropriate.
- ii. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## III. Protection of Students

### a. Children's Online Privacy Protection Act (COPPA)

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

### b. Education About Appropriate On-Line Behavior

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

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

Special Education – Discipline Actions for Special Education Students: Additional procedures related to discipline of special education students are provided for in the special education policies.

Use of Corporal Punishment: Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

## **Article IX – Extracurricular Activities**

### **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 Loup City Public 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 Passes:**

Students may purchase an activity pass for \$20, which entitles students to be admitted to home athletic events. Adult Passes are available for \$50, Family Passes are available for \$100, and Senior Passes are available at no charge. Without a pass, a home game admission price is \$5 for both students and adults. Admission price for all non-varsity events is \$2.

### **Activity Philosophy:**

Many extra-curricular activities are provided for students in the Loup City Public School System. For the students' information, whether spectator or participating, all school-related activities will be treated as an extension of the school day. Students will be subject to the same disciplinary procedures while at these activities as they would be during the school day.

Activities are considered an integral part of the school's program of education which provide experiences that will help boys and girls physically, mentally, and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. 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 & Transportation:**

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 prior to the departure to the event. Special circumstances may need written verification. Students can only be released physically to a parent. The student must ride home with his/her parent or guardian. Violation of this rule will result in disciplinary action. Each sponsor/coach/instructor shall have sign-off slips for parents to sign when their child leaves with them. Other unusual circumstances should be approved by the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

### **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 athletic activity – no matter at what level or how competitive - 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:**

These general rules shall pertain to all students of the Loup City Public Schools who are involved with extra-curricular activities. These rules will be in affect from the first date of Fall Sports practice or the first day of school, whichever occurs first, to the last day of the State Golf Meet or the last day of school, whichever occurs last.

This activity code of conduct is supplemental to the Loup City Public 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.

Specifics related to extracurricular activities can be found in the LCPS Board of Education Policy No. 5120 "Extracurricular Activity Regulations" available to each activity participant.

### **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 (if not early) 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, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
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.

### **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 student participating in extracurricular school activities must therefore:

1. Students in grades 10-12 must have passed at least 20 hours the previous AND current semester for NSAA competition.
2. All freshmen are eligible to begin their NSAA high school career.
3. A weekly Down List will be produced each Friday by the High School Principal, with input from the teachers.
  - a. The Down List will be developed based on the students' current grades as of Friday morning.
  - b. Teachers may send information to the Principal in the event they feel a student should not be included on the list, even with a failing grade.
  - c. Teachers are required to input at least 2 grades per week for all students.
  - d. The Principal will have the final say on who ends up on the Down List.
  - e. Any student failing two (2) or more classes will be considered ineligible for the following week of activities. This includes, but may not be limited to: football, volleyball, cross country, golf, basketball, wrestling, track, student organizations, music, drama, FFA, FCCLA, dance, cheerleading, Homecoming Dance, and Prom.
  - f. Administration will make the final decision about what events are or are not affected by the Down List.
  - g. Ineligibility will run from Monday through Sunday and students will not be removed from the list early.

- h. The Down List for the first two weeks of quarters 2-4 will be determined by the final grades for the previous quarter.
- i. Students may end up on the Down List for excessive absences until that time is made up.

**Student Fees Policy:**

The Board of Education of Loup City Public Schools has adopted this 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. 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. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (for example, band equipment, shop class materials where the student keeps the finished product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (sporting apparel, including shoes, undergarments, and the like), and assisting with special programs, such as field trips, summer school, school dances, and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, 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. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for clothing 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.

**Personal or consumable items:**

Students have the responsibility to furnish any personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, and notebooks. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property 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.

**Materials required for course projects:**

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy; however, the District is not required to provide for the use of a particular type of musical instrument for any student.

**Extracurricular Activities:**

Specialized equipment or attire. Extracurricular activities means 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, etc.) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are 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.

**Postsecondary Education Costs:**

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, 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.

**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.

**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 students 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.

**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.

**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.

**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", 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.

**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, (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) 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. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration in advance; the administration shall apply a standard based on providing materials which are equitable to those purchased for comparable students.

**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 students of the District at no cost.

**Student Fee Fund:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a part of the Activities Fund, which is 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.

**Part-Time Enrollment Students:**

Students electing to be considered part-time students of Loup City Public Schools must meet appropriate policy stipulations that can be found in full in the Policies & Regulations of the Loup City Public Schools in the school office. Part-time enrollment students in either middle school or high school must be enrolled and successfully completing 20 core subject semester credit hours of classes in the event the student has an interest in participating in extracurricular activities. 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.

**Sportsmanship:**

All employees are expected to observe and maintain sportsmanship. Sportsmanship supports school district goals of developing a responsible citizenry. Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

## Article IX – State and Federal Programs

### **Notice of Nondiscrimination:**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Loup City Public Schools, and all others who interact with Loup City Public Schools are hereby notified that the Loup City Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

### **Designation of Coordinator(s):**

Any person having inquiries concerning this 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: Loup City Public Schools, School Administrative Office, PO Box 628, Loup City, NE 68853, (308) 745-0120.

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	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

### **Anti-Discrimination & Harassment Policy:**

Elimination of Discrimination: The Loup City 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: Loup City Public Schools is committed to offering employment and educational opportunity 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, the Loup City 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, religion, national origin, sex, disability, or age is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, or national origin constitute harassment when they unreasonably interfere with the person's work

- performance or create an intimidating work, instructional, or educational environment.
2. 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.
  3. 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.
  4. Sexual harassment may exist when:
    - a. 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;
    - b. 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.
    - 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.
  5. 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 Loup City Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Loup City Public Schools, the complaint may be processed to the Board of Education. The supervisor, teacher or Superintendent of Loup City Public Schools 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.

**Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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.

**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 and effectively provide the function or service for which they are responsible.

Contractors, consultants, and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records

(may include academic, health, and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION: The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

A form for students to participate in school public relations activities has been added to the last section of this handbook, as well as information related to the disclosure of student information as it pertains to the Nebraska School Activities Association (NSAA) in conjunction with the Loup City Public Schools as a member school of the NSAA.

Student Directory information will be released to the Loup City Booster Organization for the purpose of committee assignments, unless notified in writing.
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ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION: The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. 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 designates such student work as directory information and 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 Sherman County Sheriff Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Notice Concerning Disclosure of Student Recruiting Information:**

The Every Student Succeeds Act requires Loup City Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Loup City Public Schools 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. Loup City Public Schools will comply with any such request.

**Notice Concerning Staff Qualifications:**

The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Loup City Public Schools will give parents/guardians the following information about their child's classroom teacher:

6. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
7. Whether the teacher is teaching under an emergency or provisional teaching certificate.
8. 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, Loup City Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Student Privacy Protection Policy:**

It is the policy of Loup City 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:

**Student Records:**

School staff shall maintain student records in compliance with state and federal law.

**Confidentiality of Student Records:**

Student files and other education records shall not be released or divulged except in compliance with state and federal law. School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor or support staff member (including a secretary, clerk, typist, etc. whom is responsible for compiling and/or maintaining records for the District, as well as health or medical staff and/or 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.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

**Student and Parent Access to Student Records:**

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

**Maintenance and Destruction:**

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

**Amendment of Student Records:**

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

**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 shall 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: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) 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 shall provide 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 shall 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:

1. 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).
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
3. 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).

### **Parental Involvement Policies:**

General - Parental/Community Involvement in Schools: Loup City Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Loup City Public Schools' 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.

### **Title I Parental Involvement Policy:**

This Title I Parental Involvement Policy is established in compliance with the Every Student Succeeds Act. Loup City Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Loup City Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Loup City Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring– (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

**Policy Involvement:** Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, 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.

### **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 Superintendent shall serve as the District's designated 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 why 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. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records,

medical records, proof of residency, or other documentation. 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 Loup City Public Schools, and the homeless child continues to live in the Loup City Public Schools, transportation to and from the school or origin shall be provided by the Loup City Public Schools; and (2) if the homeless child lives in a school other than the Loup City Public Schools, but continues to attend the Loup City Public Schools based on it being the school of origin, the new school and the Loup City 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.

### **Breakfast and Lunch Programs:**

The Loup City Public Schools agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. USDA is an equal opportunity provider and employer.

To file a complaint of discrimination, call (202) 720-5964 (voice and TDD); or write:

USDA, Director  
Office of Civil Rights'  
Room 326-W, Whitten Building  
1400 Independence Ave, SW  
Washington, DC 20250-9410

In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price

meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

- a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
  9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure



Receipt  
2019-2020 Parent-Student Handbook  
Loup City Public Schools

This signed receipt acknowledges receipt of the 2019-2020 Parent-Student Handbook of Loup City Public 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 THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING LOUP CITY PUBLIC 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:  
Principal's Office  
Loup City Public School



# Certificated Handbook 2019-2020



Loup City Public Schools

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## Foreword

### 2019-2020 Teacher Handbook Loup City Public Schools

**Section 1 - Intent of Handbook:** Welcome to Loup City Public Schools. This handbook is intended to be used by certified employees to provide general information about Loup City Public Schools and to serve as a guide to the District's policies, rules and regulations, benefits of employment, and performance expectations.

All employees are also expected to know and adhere to the Loup City Public Schools Parent-Student Handbook.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Loup City Public Schools and the Loup City Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict may exist, state or federal law, the negotiated agreement, and Board policies and regulations will prevail.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except 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.

This handbook will be in effect for the 2019-2020 school year and subsequent school years unless replaced by a later edition.

#### **Section 2 – District Goals:**

1. Academic Excellence – To become a school system that inspires, challenges, and supports the highest level of excellence for all our students. We believe an intellectually rigorous educational experience will develop graduates who will advance into the next phase of their lives prepared to function effectively in the world of the 21st Century, and who understand the importance of living as informed, responsible citizens.
2. Safe and Orderly Schools – The District and community will work together to provide a safe learning environment.
3. Community Schools – Establish public trust and confidence through open, honest communications and positive relationships.
4. High Quality Workforce – Recruit, retain, and professionally develop a high quality workforce.

#### **Section 3 – School Mission Statement:** Empowering Continual Success

**Section 5 – Confidentiality:** Employees should not discuss school matters outside the job, nor discuss confidential or personal information about students or staff. Requests from anyone, other than certificated building staff, for personal information about students should be referred to the administration.

**Section 6 – Chain of Command:** Responsibility and supervision shall flow simply and clearly from students to teachers and staff to the administration to the Board of Education. Employees are required to use the chain of command beginning with their supervisor in resolving conflicts and seeking solutions and answers to problems or disagreements.

## Foreword

Addressing the Board of Education: The Board desires to maintain open communication channels between itself and the employees. The basic line of communication will be through the superintendent utilizing the aforementioned "Chain of Command". The superintendent will develop and recommend to the Board processes for communications between the Board and District employees.

Communication or reports to the Board or Board committee from any employee should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies, and directives of employee interest and concern will be communicated to employees through the superintendent. The superintendent will communicate as appropriate to keep employees fully informed.

**Section 7 -Students' Educational Interest:** Although the ultimate decision relative to individual decisions is based upon several considerations, the prime consideration is that of the welfare of the students in the school system.

## Article I – School Days

**Section 1 - Work Day:** The work day for certificated employees shall begin each day of the school year at a time established by the superintendent.

**Section 2 – Contract Days:** Teachers are contracted for 185 days (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

**Section 3 – Make-Up Days:** In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance 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.

**Section 4 – Calendar of School Events:** A master list of all school activities is kept updated and current in the Junior-Senior High School office. All school activities must be recorded on this calendar.

**Section 5 – Severe Weather and School Cancellations:** The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. In case of severe weather employees will be notified by the districts mass notification system. Closing information will also be disseminated using broadcast and social media.

*Decision to Close Schools:* A decision to close school is made when forecasts by the weather service, departments of roads, and civil defense officials indicate that it would be unwise for students to go to school. School officials will make periodic assessments of conditions during the night and will decide early in the morning to close school. In any case, an announcement will be made by the methods stated above when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

*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. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified and parents will be notified (see above). Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

*Parental Decisions:* Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Teachers should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will only be permitted to leave the school with parental permission.

*Emergency Conditions:* Loup City Public Schools has a procedure 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. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

## Article II – Employment, Compensation, and Benefits

**Section 1 – Employment:** A teacher is employed by Loup City Public Schools when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

A certificated employee may not be required to accept employment for the next school year prior to March 15. The contracts, after being signed by at least one board member, shall be kept on file in the administration offices.

Contracts entered into with certificated employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the board and the employee, or the contract is terminated by the board.

The first three years of a continuing contract issued to a newly employed certificated employee shall be considered a probationary period. In the event of termination of the employee’s contract during this period, the board shall afford the certificated employee appropriate due process. The action of the board will be final. Certificated employees whose contracts will be recommended for termination, amendment or nonrenewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the certificated employee’s contract.

Certificated employees who wish to resign, to be released from a contract, or to retire must comply with board policies and contract language in those areas.

**Section 2 – Assignments:** The professional duties and responsibilities to be performed by an employee with the District shall be subject to assignment by the Superintendent of the District. An employee will be expected to devote full time during days of school to their assigned position and to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties. Employees may apply for transfer to another building or reassignment within their building. The superintendent reserves the right to reassign or transfer any employee at any time. If the change results in a promotion to a higher level job, the employee is moved to a rate of pay within the new level which is at least equal to the rate of pay the employee was receiving prior to the reassignment or transfer.

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 school district is an integral part of the overall educational program of the school 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.

All extra duties, such as coaching or sponsoring extracurricular activities, are assigned at-will, and may be terminated, non-renewed, suspended or amended by the board at the recommendation of the superintendent without cause

**Section 3 – Personnel Files:** Personnel files contain pertinent employee data relative to employment. The District will follow the requirements of state and federal law and regulation with regard to an employee’s personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109. It is the employee’s responsibility to make sure that accurate and up-to-date college transcripts are included for all credits claimed for compensation.

## Article II – Employment, Compensation, and Benefits

Employees are to notify the office of any changes in contact information as soon as possible. For a name change, provide your new social security card. Employees may contact the administration to request a review of their personnel file.

**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.

**Section 5 – 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 (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

*Changes in Salary Schedule Placement:* Changes in an employee’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement or individual contract. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 – or after negotiations are completed if after September 1 - of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

*Salary Payments (“Payday”):* Teacher’s salary is payable over twelve equal installments. Since all salaries are not divisible by 12, the odd cents will be added to one check during the year. Employees will be paid on the 15th of the month by direct deposit, or the last preceding work day, if the 15th falls on a weekend or holiday. Payment by direct deposit is mandatory, and all staff will be required to supply the necessary bank account numbers and information to receive payment. The first paycheck is issued September 15. If certified employees do not have their teaching certificate registered in the Superintendent’s office, their paycheck can be held until a registered copy is presented to the Superintendent’s office. Teachers who resign during the school year will receive the unpaid portion of their earned salary on the next payment date after resignation.

“Pay stubs” will be sent to all employees via email. Any request for payroll changes (deductions, exemptions, etc.) MUST be made in the Superintendent’s office prior to the first day of the month. Deductions for absences will be taken from the pay period in which they occur, whenever possible. Upon separation of an employee’s employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all salary due in one lump sum. Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

*Teacher’s Salary Schedule Movement:* The salary schedule is constructed so that salary increments are given for professional training beyond the bachelor’s degree. All such hours must be graduate hours from an accredited college in the teacher’s teaching field or education, and hours must have been earned subsequent to the last degree acquired and subsequent to the last granting of an increment for advanced education. All such hours also have to be approved by the Superintendent.

Each school year, or by MAY 1st, teachers shall notify the Superintendent’s office of the general intent to advance on the salary schedule due to college course so that expenses can be provided in the annual budget of the next year.

To receive proper credit on the salary schedule, teachers must request, prior to taking any course and on a form provided by the Superintendent’s office, approval for the specific course. Teachers must also certify to the Superintendent’s office, courses successfully completed and the credits received by September 1st of each year.

## Article II – Employment, Compensation, and Benefits

Failure to certify credit earned by a grade report, letter from the instructor, or a transcript will cause potential forfeiture of the salary advancement payment.

Complete transcripts of all college credit earned by each teacher which are pertinent to the teacher's placement on the salary schedule or pertinent to meeting state accreditation standards shall be on file in the Superintendent's office. This is a responsibility of each teacher. Credits earned after the opening day of school will not be counted toward the salary schedule until the next contract year.

All steps for salary "advancement" are the responsibility of the certified staff member wishing to make such movement per language in the latest Negotiated Agreement. Movement on the salary schedule is not processed without the aforementioned paperwork.

**Section 6 – Initial Hiring and Briefing:** Employees reporting to work for the first time upon being hired will be provided with the following:

1. The names of fellow teachers, the office clerk, cafeteria personnel, custodians and other special staff personnel who will come to the building.
2. Location and use of physical facilities of building: Classrooms, cafeteria, library, teachers' lounge, and lavatories.
3. Teaching materials: Courses of study, guidebooks, textbooks, and supplementary materials for grade or subject.
4. Method of ordering books and supplies, securing audiovisual equipment, methods of getting material duplicated, disposing of lost and found articles.
5. Schedule and meaning of all bell signals.
6. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
7. Directions regarding building meetings, in-service training meetings, other meetings, assignments to school committees, fire drill regulations, policies concerning teachers' absence, attendance dismissal, excuse of pupils from school, etc.
8. The goals and aspirations of our schools.
9. School system policies and regulations.

Also upon being hired, each employee must complete the I-9 Employment Eligibility Verification form which is kept on file in the Superintendent's Office. Prior to receiving a paycheck, each eligible employee must have the below list on file in the Superintendent's Office:

- W-4 Employee's Withholding Allowance Certificate
- Nebraska Retirement form (if eligible)
- Health and major medical enrollment forms (if participating)
- Cobra Notification Form
- Drug/Alcohol-Free Workplace Policy form
- Employment Agreement
- Direct Deposit Form
- 125 Plan Election Form

Failure to provide any of the above documents within the specified time may result in the withholding of the employee's paycheck until such documents are provided by the employee.

**Section 7 - Stipends & Extended Duty Pay:** Stipends for unique or special duties that obligate employees beyond normal hours will be allowed. Stipends are the exception to the normal payment process or duties performed,

## Article II – Employment, Compensation, and Benefits

requiring approval by the Board. Extended duty for any teacher beyond the number of contract days shall be established by the Board of Education.

**Section 8 – Benefits:** Employees are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Employees shall make annual fringe benefit elections by September 1 of each school year. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix “A.”

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

**Section 9 – Payroll and Payroll Deductions:** Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement, including taxes and retirement.

**Section 10 – Expense Reimbursements:** Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites only if school transportation was not available. Poor planning on an employee’s part does not guarantee reimbursement by the District. Preapproval by the Superintendent may be necessary. Claims for reimbursement should be submitted to the Superintendent. 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.

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 employee’s immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for purchase of materials or for meals or other expenses related to District-required travel must be submitted to and approved by the administration. 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.

*IRS Determination on Reimbursable Meals* - According to the IRS and the District’s auditor, the following is a clarification on reimbursable meals:

Only meals after 6 p.m., while on school directed business, are considered “reimbursable meals” and are not required to be run through payroll. If the employer chooses to reimburse employees for any other meals, they must be run through payroll and be taxed. Such reimbursement will show up on the employee’s W2 form. Meals of this type will be reimbursed to the maximum limit set annually by the Board of Education on the Fee & Rate Schedule. If an employee is requesting reimbursement of any type, a receipt must be presented. The Board will adopt a formal policy regarding this procedure, at the recommendation of the District’s auditor.

Employee use of the District’s credit card should be done for educational expenses only. Unauthorized purchases shall be reimbursed by the employee.

## Article II – Employment, Compensation, and Benefits

**Section 11 – Salary Reduction Agreements:** The District will cooperate with any employee who chooses to participate in a tax sheltered annuity investment program under a Internal Revenue Code. For example, teachers may participate under Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

*125 Cafeteria Plan:* A Section 125 Cafeteria Plan is available through the school for all interested staff. The plan is administered in accordance with Federal and State Revenue Codes and allows employees to make payroll deductions before taxes for: 1) health related insurance premium, 2) out of pocket medical expenses, and 3) dependent care expenses. The plan year for this program runs from September 1 to August 31. You must enroll each August. New employees have 30 days to enroll. Check at the Superintendent's office for details.

**Section 12 – Overtime:** Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). Teaching professionals are classified as exempt from overtime under the FLSA. The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime. A publication provided by the federal government which provides more information about the FLSA is available in the Superintendent's Office.

**Section 13 - Health Insurance Benefits:** Certificated employees are provided health insurance based on their full or part-time status with the District, in accordance with the Patient Protection and Affordable Care (PPACA) regulations. Employees who do not qualify for district provided insurance may apply for coverage under the district's policy. The employee(s) will have a payroll deduction for the monthly premium. If an employee's earnings are not sufficient to allow for a payroll deduction for insurance, the employee must submit the premium amount due to the school district on a monthly basis.

Waiting periods will be waived for pre-existing health conditions for anyone enrolling within 30 days of employment. If an employee (and/or family members of the employee) enroll after the open enrollment period is over, the employee (and/or family members) are not guaranteed coverage and if coverage is granted the covered individuals will be subject to a 365 day waiting period. It is the employee's responsibility to notify the office immediately of any changes resulting in "loss of dependent status" such as marriage, divorce, dependent child's age, etc. Employees are required to contact the Office for any changes in health insurance coverage within 31 days.

Employees may choose family dental coverage with the difference being paid by payroll deduction.

**Section 14 - Liability Insurance Coverage:** The district protects its employees through a comprehensive liability insurance program. The district shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused, in whole or in part, by that employee while performing assigned duties as an employee of the district, to the extent such claims are covered by, and to the extent permitted by, the liability policy. Under the provisions of the district's liability policy, employees who separate from the district are protected for incidents which happened while they were carrying out the duties of their job description for the district. The liability policy provides that the district shall not obligated to assume any costs or judgments held against the employee when such damages are proven to be due to the employee's willful negligence, violation of law, or criminal act, as determined by a court of law.

**Section 15 - Worker's Compensation Insurance:** All employees of the district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law. A report of every accident occurring on the job must be filed with the administration

## Article II – Employment, Compensation, and Benefits

within 24 hours of the accident. While on leave due to a valid Worker's Compensation claim, employees may use portions of their available leave to compensate for lost wages. In no instance may the hours of paid leave requested plus the amount received from Worker's Compensation (2/3rd of gross pay) total more than a normal day's wages.

**Section 16 - Long-Term Disability Insurance:** Long term disability income protection for certificated employees who work a minimum of twenty (20) hours per week is made available to interested employees. Income protection insurance becomes effective on the 91st day of disability.

**Section 17 - Activity Tickets:** Employees are issued a Loup City Public Schools workers pass for home athletic events. These passes are not transferable to other parties.

**Section 18 - Reduction in Force (RIF) Policy for Certified Employees:** Reductions-in-force of certificated staff members may be necessitated by decreasing enrollments, changes in financial support or expenditures, budget restrictions, changing programs, school district contracting, school district reorganization, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws and Board policy; Notice to the certificated employee and other procedures employed in regard to reductions in force shall comply with applicable law.

The selection of personnel to be reduced shall be made consistent with Board Policy 408.05

## Article III – Absences From Work

**Section 1 - Sick and Personal Leaves:** Employees are provided with personal leave in accordance with the employee's individual contract or negotiated agreement, if any. During such paid leaves, employees shall continue to receive all wages/salary and fringe benefits called for by the individual contract or negotiated agreement, if any. The 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 tolerated. Personal leave is to be used for unavoidable absences due to personal illness or injury.

Employees must complete a leave request on the ODIE system order to prior to any absence to receive approval for any days they may miss. In case of illness, the request must be turned in the day the employee returns to work. Appropriate planning and measures should be taken by employees in case of emergency leave (i.e. teachers having effective lesson plans and materials prepared and readily available for the substitute, etc.). An employee who becomes ill and is unable to work is to contact the building secretary or supervisor at the earliest possible time. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, notification should be made as soon as possible to indicate whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

Personal leave requests immediately before or after a holiday and/or a scheduled school vacation period may be granted based on a case-by-case basis at the sole discretion of the building principal. Employees are expected to be present the first and last day of school.

Personal leave requests made during the first or last scheduled week of school will not be granted-unless an emergency exists.

Upon return from leave, employees are to review information supplied by the substitute as to progress made and any concerns. The substitute should be contacted directly if the written information supplied is not adequate.

All employees who are absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the administration or supervisor from the employee's physician or health care provider stating that the employee is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

*Paid Leave.* Teachers will be granted 10 days of unspecified days of leave each year for whatever purpose the teacher needs them. These purposes could include, but are not limited to, sick, bereavement, personal, and professional leave that is not assigned by the district. While an explanation will not be required on ODIE, it would be beneficial for the teacher to indicate the reason for the leave request.

*Sick Leave.* Teachers that do not use all of their unspecified leave days will be allowed to carry them over to sick leave the following year, up to a maximum of 30 sick leave days. Sick leave will include leave for personal illness, family illness, or bereavement leave. All unspecified leave days must be used up before accumulated sick leave can be used/requested.

*Payment for Unused Leave:* Staff members that have reached the 30 day maximum for accumulated sick leave will be offered \$30/day for any unused unspecified leave days at the end of the school year, to be paid out during the June payroll period.

## Article III – Absences From Work

*Other Leave Rules:* Administration reserves the right to deny any absence request based on the number of staff already gone and the availability of substitute teachers.

Leave days must be approved before teachers are excused for those days. If the teacher's request has not been approved, it is the teacher's responsibility to check with their administrator before being absent.

Leave days (i.e. sick, personal, professional), will be tabulated in eighth (1/8) day increments, not by the hour or minute. The (8) eight-hour day will be divided into eight (1) hour blocks, and leave charged accordingly. Official district leave records will be maintained through the ODIE system.

Leave days taken on a Friday, snow early dismissal, or scheduled early dismissal are tabulated as full days.

**Section 3 - Payroll Deductions for Absences in Excess of Paid Leave:** Should an employee be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the individual contract or negotiated agreement, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day(s) or work missed. For teachers and other salaried employees, the deduction shall be calculated on a per diem basis using the number of days missed as the numerator and the number of total contract days for the school years as the denominator (e.g. one day missed / 185 contract days of total salary and fringe benefits).

**Section 4 - Extended Leave of Absence Without Pay:** An employee may apply to the Board of Education for an extended leave of absence. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A request for leave of absence due to personal illness must be accomplished by written verification and recommendation from the attending physician. All leaves of absence shall be without pay, except for the payment of health insurance benefits as may be required under applicable state or federal laws. During such leave, an employee does not receive credit toward advancement of the salary schedule, and the time is not included in years of service for the purpose of accumulation credit toward retirement unless the absence is one-half year or less.

**Section 5 - Jury Duty:** Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Teachers will receive their pay for any day missed for jury duty. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

**Section 6 - Military and Family Military Leave:** Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take 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, consult with their

## Article III – Absences From Work

supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

**Section 7 - Family and Medical Leave Act:** The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances. Specific details of this act are available in section 410.03 of Board Policy

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

**Section 8 – Retirement:** District employees who are over age 21 and employed fifteen (15) or more hours per week must participate in the Public Retirement System of the State of Nebraska. The cost of participation is set by the Legislature and is deducted from the monthly payroll check. The district and the state also make contributions for each eligible employee. Upon termination of employment, an employee may apply to the Retirement Office, PO Box 94816, Lincoln, NE 68509, for return of the employee’s contributions made to the Nebraska School Employees Retirement System. However, the employee also may leave the money in his/her account. The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefits. For information, write to: Director, Nebraska Retirement System, PO Box 94816, Lincoln, NE 68509.

**Section 9 - Inclement Weather & School Closings:** If teachers are not required to work on days that the school is closed due to inclement weather, make-up days may be required by the administration.

**Section 10 - Breaks --- Meal & Rest:** All teachers will be provided with a 30 minute, duty-free lunch period each work day.

## Article III – Absences From Work

**Section 11 - In-School Substitutes:** Every effort is made to employ a substitute teacher when a teacher will be absent, but occasionally there are no substitutes teachers available because of lack of notice or the circumstances lend to better service provided in-house. In such cases, teachers may be asked to cover another class. A record is kept by the office and turned in to the Superintendent's Secretary at the end of each semester. Payment for substituting is then added to the January and June.

## Article IV – Duties and Responsibilities

**Section 1 - Hours of Work, Duties & Meetings:** Regular, dependable attendance at work is an essential function for all employees.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. Staff may leave the building earlier when called to a professional meeting or approved by the administration or supervisor.

Certificated employees are required to serve on playground, lunchroom, restroom, and hall supervision as designated by the administration. The administration will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Employees shall attend meetings called by the administration, department heads and team leaders, except those meetings which are designated for optional attendance.

**Section 2 - Duty Day:** Full-time teachers have a designated on-site work day. Teachers shall be expected to work an active day starting at 7:50 a.m. and ending at 3:50 p.m. unless otherwise stated by the administration. Early dismissals with the exception of holidays are designated for in-service and training needs. Teachers should not expect to leave early on those days. On early dismissal for holidays, staff may leave after all buses depart. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins.

*Leaving the Classroom.* Teachers should never leave the classroom/area when students are present.

**Section 3 - Leaving School:** Teachers are to be on duty at all times 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 who leave the school during the designated lunch period must check out with the office.

Teachers may not leave school during duty hours without approval of the administration. If the absence has been approved, the teacher must check out with the office when leaving and check back in upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the 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:** Teachers will prepare weekly written lesson plans as directed by their building principal(s). Emergency Lesson plans, class rosters, class procedures, etc. should be kept readily available in the teacher's absence. The district will provide each teacher with a Planbook.com account.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. Plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

**Section 5 - Daily Class Records Books:** Every teacher is required to keep a complete and easily understandable

## Article IV – Duties and Responsibilities

record of the achievement of every student on PowerSchool. This class record book must be kept current and included for parent access.

**Section 6 - Classroom and School Procedures:** Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. *Bulletin Boards/Displays:* Each teacher shall be responsible for maintaining appropriate bulletin board/display items in and around their areas in the school.
2. *Text Book and Room Inventory:* All school purchased materials must be inventoried with the bookkeeper. Textbooks are to be numbered and teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
3. *Cell Phones:* Teachers shall not use their cell phones for personal business during the school day, except for emergencies. Teachers may use their phones for educational purposes connected to their classrooms, to contact administration in urgent situations, or to take pictures of student work or activities in their room. Teachers in violation of this rule will be subject to disciplinary action up to, and including, termination.
4. *Student Aides:* Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are to supplement, not replace the teacher or responsible adult.
5. *Checking Out of Equipment:* All equipment must be properly checked out through the office or appropriate site. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a District employee. Employees who desire to use computer, audio-visual (A-V), or other specialized equipment shall be responsible for personally picking up and returning the needed equipment to its source (library, lab, another teacher's room, etc.). Students should not, for their own protection, be allowed to transport expensive equipment for employees UNLESS the employee has properly instructed the student in the proper and safe way to transport the equipment. Employees will assume responsibility of reporting any damage or malfunction of equipment so that the person responsible for that particular item can get repairs done. Employees who desire to keep certain equipment in their rooms may do so on the condition the equipment is available to the rest of the staff should they need it. Employees keeping such specialized equipment in their rooms will be responsible for seeing repairs are made as needed. The district media specialist may loan equipment to community organizations. Employees may take equipment home for school-related use with office approval.
6. *Requisition of Equipment and Supplies:* All orders for supplies and instructional materials must be approved by the administration, or the item(s) become the property of the staff member at their expense. Digital Purchase Order forms are used for this purpose and are available on each staff member's home directory. Books and supplies which are needed for instruction should be requested through the office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
7. *Electronic Communication:* Use of the District's computer system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook. Teachers and related employees should check their various message systems at least once daily and regularly throughout the school day, including PowerSchool, e-mail, and voice messages. Employees also should timely respond to messages which require a response, but should avoid checking and responding during instructional time.
8. *Mail Box:* Each employee will be assigned a mailbox located in the office. Staff members should check for mail/messages each morning and also at the end of the work day. Mail boxes are not meant for storage. Students are not to be in the staff mail box area.
9. *Meetings:* All employees are expected to be present for meetings, unless they are excused by their supervisor. Class sponsors must lead and be present at all respective meetings.
10. *Record Keeping:* Employee duties often involve keeping detailed records. Records are to be completed as

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directed.

11. *Planning Time:* Though all attempts will be made to provide one to each teacher, planning periods of any given amount of time are not guaranteed to any teacher. Secondary teachers generally have one planning period per day. Elementary teachers have planning time while music, physical education, and other specialists work with their students. In addition, sharing recess and noon supervision also allows planning time for elementary teachers.
12. *Substitute Teachers:* All teachers should have a Substitute Teacher folder in their room that includes any pertinent information for the substitute to know. This could include, but is not limited to, lesson plans, class lists, seating charts, safety plans, etc. Teachers should try as much as possible to continue the educational program in their room, even when they are gone. Please limit “work days/study halls”.
13. *Non-School Activity Times:* Wednesday nights and Sundays are designated for students to participate in non-school activities, including family, recreational, and church activities. If at all possible, no school activities should be scheduled during these times. Any exceptions to activities on Wednesday nights or Sundays must be approved by the administration.
14. *Late Starts & Early Dismissals:* Monday late starts are scheduled for providing professional development time. School Improvement, curriculum, or scheduled school wide in-service meetings are not to be missed by employees. The person missing the meeting is responsible for obtaining the information and handouts given at the meeting and completing any assignments made at the meeting. In the event that there is contract time remaining in the day the Superintendent will notify staff of the scheduled leave time.
15. *Assemblies & Related Programs:* Assemblies and related programs that cause regularly scheduled classes to visit another area of the school require that teacher to attend with their assigned class when the assembly or program started. Assemblies and programs may appear at various times during the school year. Time schedules for assemblies may involve an alteration of the regular schedule and will be announced in advance as soon as possible. Teachers MUST attend assemblies and programs with the student body. Supervision of students is imperative. Teachers are expected to sit with students throughout the seating area unless excused by the administration.
16. *Activities Calendar:* To aid staff in scheduling events, an activities calendar will be maintained by the Secondary Principal’s Secretary. Activity scheduling will be at the direction of the secondary principal, athletic and activities directors.
17. *Athletic Supervision Responsibilities:* All teachers will be assigned by the Athletic and Activities Directors to take tickets or assist in crowd control and/or hall duty supervision for home athletic events. Assignment sheets are sent out at the beginning of the school year. This duty is part of the normal responsibilities of all K-12 teachers and will be assigned on a rotating basis. Exact responsibilities are outlined by the Athletic and Activities Directors when the assignments are given.
18. *Detentions:* Teachers who wish to use detentions to enforce discipline should feel free to do so. The teacher who assigns the detention period should stay with the student. Detentions can be assigned before school or after school. If that is impossible, arrange for someone else to take care of the detention for you. Do not assign the student to an office detention. Detention time is set by the teacher and not by the student. Most detentions are thirty (30) minutes in length. A student who is given a detention has two (2) days to serve it. No detention should be allowed to be served beyond that point unless the instructor has other obligations that may interfere with the two-day limit. Riding a bus, going to practice, or having an after school job does not excuse a student from staying. Parents should be contacted by the teacher to explain the rule infraction and a plan to correct the behavior. Administration will provide support as needed.
19. *Staff Development:* Staff development activities are offered throughout the year. All staff are required to participate in professional development activities.
20. *Attendance:* Elementary teachers must take attendance at, or as near as possible to, 8:00 a.m., 10:00 a.m., 12:00 p.m., and 2:00 p.m. through their classroom attendance portal in PowerSchool every day. High school staff must take attendance each period, every day, through their classroom attendance portals in PowerSchool.  
*Tardies:* The office will take care of tardies during first period. All other periods are at the discretion of the classroom teacher, though all teachers should have procedures in place to ensure students are getting to

## Article IV – Duties and Responsibilities

class in a timely manner.

**Section 7 - Supervision of Students:** Proper supervision of students is an important responsibility for all employees. During class time, the teachers' main priority is to the students that are assigned to them at that particular time. This includes students that have been allowed to leave the room for any reason (to go to the restroom, library, to get breakfast, etc.). If a student is sent to the office or is allowed to go to another classroom, it is the teacher's responsibility to contact the appropriate staff members to ensure the student reaches their destination.

All employees are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Staff members are expected to address issues that arise in their presence.

Teachers shall not use their cell phones for personal business or communication while in direct supervision of students, whether in or out of the classroom, except for emergency situations. The teacher may use their cell phones for activities directly tied to their classroom or to take photos and videos of the activities being conducted.

**Contact the Office for Assistance:** The administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student refusal to leave the classroom when directed
- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office 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:** Administration should also be contacted before performing searches of students or their belongings. Employees may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your 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, color, religion, gender, or disability. Students who need special accommodations 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:** Teachers are responsible for classroom and behavioral management. The most effective classroom management is having engaged students, therefore, the teachers should ensure that they are finding effective, enriching, and engaging activities for the students participate in. Teachers shall also have classroom rules and procedures in place to ensure that students are aware of their expectations. Classroom rules and routines should be discussed and practiced with the students at the beginning of the year and teachers need to make sure that they follow through with their expectations. Classroom seating charts are strongly recommended. Paraprofessionals should not interject with their own methods of classroom management and shall defer all issues to the classroom teacher.

Staff should contact the office when students are refusing to leave the classroom when directed or when there is a substantial disruption in the educational process. Once students are sent to, or collected by, the administration, all decision on the discipline needed will be determined by the administration.

**Section 9 - Dispensing Medication:** Employees are not permitted to give any medication to students unless trained

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under state statute. 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 office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

**Section 10 - Reporting Child Abuse:** Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, 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:

- a) Placed in a situation that endangers his or her life or physical or mental health;
- b) Cruelly confined or cruelly punished;
- c) Deprived of necessary food, clothing, shelter, or care;
- d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- e) Sexually abused; or
- f) 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 their principal or supervisor in the event they become aware of child abuse or neglect.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities. The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report if necessary. The report will include all information required by law.

Nebraska Child Abuse/Neglect Hotline at 1-800-652-1999.

**Section 11 - Role of Paraprofessionals:** Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Paraprofessional in a supportive role. Paraprofessionals may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher. Paraprofessionals are scheduled and supervised by the building principal. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If a teacher requests a Paraprofessional to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval.

## Article V – Personal and Professional Conduct

**Section 1 - Ethics Standards:** The Loup City Public Schools expects all its employees to adhere to high ethical standards.

Certificated employees must 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 to include those set forth below. References to “educator” shall include all certificated employees of the District.

### **Preamble**

- A. 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.
- B. 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.
- C. 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 race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order 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:

## Article V – Personal and Professional Conduct

- 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 particular responsibility for instilling an understanding of the 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.

**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

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- been approved by the employing agency.
- E. Shall not assign to 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 employees more frequently than required by policy on an as-needed basis. Employees 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. Employee performance and/or actions which interfere with the District’s goal to provide a positive and safe educational environment are not tolerated.

**Section 3 - Role Model:** Employees 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. All employees are in all respects to conduct themselves in a manner supportive of the mission of the school

**Section 4 – Relationships:** It is important for employees to maintain an effective working relationship with the administration and co-workers - including other teachers and support staff – as well as students, parents, and district patrons. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

**Section 5 – Attire:** It is important for employees to project a professional, responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the professional standard to be maintained. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual teachers should that be necessary.

**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:** Employees shall not perform other work or duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order 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 - Medical Examinations:** Medical examinations are not routinely required of all applicants or employees. However, certain minimum standards of health and physical ability are required of employees in some job categories.

## Article V – Personal and Professional Conduct

If the District requires a physical exam as a condition of employment, the exam will be conducted after an offer of employment has been made, will relate to job performance capabilities, and will be required for all new employees in the same category (Title I of ADA). Cost of these exams will be at District expense.

Special examinations or clinical tests may be necessary to determine employee's fitness to return to work due to injury or illness. In such cases, the District will select the physician, make arrangements for the examination, and assume responsibility for the expenses. The District may also require reports from employee's own health care providers, at the expense of the employees. Since medical office hours are limited to the common work day, a supervisor may excuse an employee, without loss of pay or leave, to go for job-related examinations or tests which cannot be scheduled during the employee's off-duty hours.

**Section 9 - Teacher's Professional Growth:** As is the case with all teachers in the State of Nebraska, teachers in the Loup City Public Schools must show evidence of professional growth on an ongoing basis. The District requires that all teachers accumulate 24 points of professional growth during each six-year period to meet the minimum requirements. Teachers must use the form contained in the appendix when applying for professional growth points.

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

*College Credit:* Six (6) hours of college credit, graduate or undergraduate, earned during any professional growth period, shall be accepted as evidence of professional growth. Grade slips or a transcript of credits earned shall serve as evidence of credit earned; shall be filed with the Superintendent, and shall be maintained in the employee's personnel file.

*Applicability to the Salary Schedule:* Credit hours earned to complete professional growth requirement shall be applicable for movement on the salary schedule if such hours meet existing criteria for salary advancement.

*Professional Growth Points and Cycle:* Evidence of professional growth will be demonstrated by earning twenty-four (24) professional growth points per six (6) year period by completing any combination of activities as set forth below. The required twenty-four (24) points may be earned in a single year or over a period of six (6) years.

*Professional Growth Activities:* Listed below are the activities for which growth points may be earned. Beginning September 1, 1998, points can be any combination of formal classwork, professional meetings, and activities described below. No requirement of formal classwork exists.

- I. Formal Classwork
  - A. College or university credit (one semester hour equals four (4) points)
  - B. Technical community college credit (one semester hour equals four (4) points)
  - C. College credit earned in specialized areas; i.e., foreign language institutes, business schools, etc. (one semester equals four (4) growth points)
  - D. Auditing a college class (one semester hour equals two (2) points)
  
- II. Professional Meetings and Activities (To be earned in two or more areas)
  - A. Curriculum conferences and conventions (one (1) point per day)
  - B. Workshops either school district designed or externally sponsored (one (1) point per day)
  - C. TV, radio, or internet-based in-service programs (one (1) point for every six (6) hours)
  - D. Activities and conventions sponsored by NSEA of NCSA and/or state academic associations which are instructional in nature (one (1) point per day)
  - E. Service on district curriculum committees or board or administrative advisory committees (one (1) point)

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- per committee assignment -- two (2) points for chair)
- F. Demonstration teaching and/or presenting in-service programs to colleagues within or without the district (one (1) point per half (1/2) day of in-service presentation)
  - G. School visitation (one (1) point per day)
  - H. Supervision of student teacher (two (2) points per student teacher)
  - I. Teaching college, or adult education (two (2) points per semester class for college and adult education; four (4) points per credit for graduate courses)
  - J. State department evaluation team (one (1) point per day of visit)
  - K. Other -- other related activities deemed appropriate by Superintendent
- III. Other Activities as Approved: To receive a growth point credit for the items listed below, the employee shall submit a written proposal to the administration for prior approval. The employee and administrator shall agree on the follow-up activities and/or verification process and the number of points to be earned upon completion of the activity which may consist of but is not limited to:
- A. Research and Curricular Development: District or classroom related research, production of curriculum materials or learning packets.
  - B. Educational travel
  - C. Special voluntary school district activities and/or in-service programs which occur before or after the school day or school year.

*Approval and Verification of Professional Growth Activities Other Than College Hours:* At least five (5) days prior to attending or participating in a professional growth activity, the employee shall notify the principal of the employee's intent to participate in that activity by completing a "Professional Growth Activity Form" Unless notified to the contrary, prior to the start of the activity, the activity as set forth on the form will qualify for professional growth as provided for in this policy. Following approval, the "professional growth activity form" is then sent to the Superintendent's office for official record purposes. Absence from school during school or contract day shall be governed by professional and personal leave policies of the District.

*Review of Professional Growth Status:* The Superintendent's office keeps professional growth records for teacher and notifies them of their point status one year before their professional growth period ends. The necessary forms are available from the building principal or Superintendent's office. Staff not meeting the professional growth standards shall be frozen on the salary schedule for the contract year and may be placed on probationary status or subject to other discipline.

**Section 10 - Professional Boundaries Between Employees and Students:** 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.

## Article VI – Academic Matters

**Section 1 - Purpose and Goals of Academic Achievement:** The Loup City Public Schools Board of Education is committed to providing a quality education for all Loup City Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

**Section 2- 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. The administration shall provide periodic in-services regarding the instructional model.

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 3 - Instruction in the Curriculum:** Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

*Classroom Management & Instructional Use Time.* Students that are expected to be active learners throughout the class period engage in less disruptive behavior. Therefore, all teachers – specifically in grades 7-12 - will be expected to provide approximately 15 minutes at the end or start of each class period for students to engage in "Guided Practice" or "Independent Practice". Depending on course syllabus and daily lesson plans, teachers may structure more or less time for these characteristics of the instructional process. This structured study time will allow teachers to adequately meet the modeling and checking for understanding steps of the teaching act as found in the Evaluation Phase.

**Section 4 - Measuring and Reporting Academic Achievement:**

*Grades and Grading.* 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. 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. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

*Recording Grades.* Each teacher shall record grades in the Daily Class Record utilizing the PowerSchool computer system. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Keep consistent, complete, and updated records. Teachers must be able to support and justify the grades that each individual student earns. Teachers shall find a way to make sure that at least two grades are entered each week for each student in all of their classes. Grades shall not be changed after the deadline provided by the office for each grading period.

*Grade Scales.* Teachers are to use only the grading scales set forth by the District. Any deviation from the approved grade scales must be approved by the administration. The grade scales are expected to be used according to the

## Article VI – Academic Matters

following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

*Reconsideration of Grades/Marks.* Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the administration. 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 will result in a second conference involving the administration and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the administration unless the administration 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. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. 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 noted in writing and be approved by the administration.

*Transfer Grades.* A student transferring into Loup City Public Schools at the 15-to 18-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the administration.

*Report of Possible Failing Grade to Parents.* Teachers will be responsible for making personal contact with the parent of any child who is in danger of failing a final grading period at least 4 week prior to the end of the final grading period. This communication must be for the express purpose of informing them of the failing grade. Communication should be logged and shared with the building principal.

*Reports to Parents.* Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester. The grade reports are produced from information supplied by teachers and distributed to students or parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

*Mid-Quarter Progress Reports To Parents.* Mid-quarter progress reports may be prepared at or near the middle of each quarter. These reports will be mailed to all parents. Again, teachers are asked to comply with such communication practices as described in the aforementioned section.

*Athletic Eligibility.* The Down List, when developed, will be determined by the High School Principal and will be based on the students' current grade in each of their classes. Teachers will need to contact the Principal for any

## Article VI – Academic Matters

special considerations by 8:00 a.m. Friday. The Principal will make the final call on who is placed on the Down List and if they are placed as “Failing” or “About to Fail”.

Students that are failing one class will be ineligible for all athletic activities the following week (Sunday-Saturday). Students that are failing two or more classes will be ineligible for all other activities (band, cheer, dance team, drama, speech, dances, etc.) for the following week.

Teachers should make their recommendations each week based on student work ethic, grades, and any other considerations they feel are necessary. All teachers need to keep their grades up to date and include 2-3 new grades each week.

**Section 5 - 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 once each semester during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences by the administration. Teachers are expected to be prepared for such conferences. Being prepared includes having completed and updated grades which include all student assignments, work or assessments completed at the time of the Parent-Teacher conference.

**Section 6 - K-12 Curriculum Study Cycle:** The chart below outlines the schedule for curriculum study and development. Each subject area goes through a two-year phase. The model allows for each area to assess and develop curriculum the first year, and then implement and monitor the curriculum the second year. The cycle renews itself over a five-year period. Some subject areas may need additional time to complete the cycle to reach the final activities.

### **Section 7 - District Teacher Committees**

All staff members are assigned to District level and/or building level committees. These committees address curricular, departmental, or special building topics and meet as needed. The committees and members are updated by the administration.

**Section 8 - School Improvement Committees:** School Improvement Committees are organized and focus on school wide improvement goals. The committee memberships are slightly reorganized each year and meet throughout the year. The committees are an outcome of the school accreditation process and monitor progress through baseline data and an action plan.

**Section 9 - Multicultural Education:** The Loup City Public Schools is committed to implementing an effective Multicultural Education program into every area within the school system. It is the District’s belief that it is very important to prepare students to live effectively and positively within a culturally pluralistic nation and world. Throughout their schooling, students will be provided with curricula which promote a view of at least the cultures of African Americans, Asian Americans, Hispanic Americans, and Native Americans. Teachers may also include any other cultures that fit into their curricula. Administrators will monitor each teacher’s effort in meeting this goal.

**Section 10 - Special Services:** Educational Service Unit #10 assists in special education program services. The ESU is a co-op which contracts with other school districts to provide services for students with special needs. ESU #10 has psychologists, educational consultants, speech clinicians, and other educators who can help determine the capabilities of a child/student and develop the appropriate educational plan for each child/student. The Superintendent is the official director of Special Education services for the District, with the ESU utilized as a consultant and provider of specialists. Students who are observed to have difficulties and a possible need for special services should be discussed with building administrators.

**Section 11 – Multi-Tier System of Supports(MTSS):** The MTSS team is to be used as a way for regular education

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teachers to get ideas and strategies to use on a student before referring a student for special education testing. Interventions that are implemented, the results of that implementation, and a list of teachers involved on the MTSS team should be documented. This team is to be used as a problem-solving team whose main goal is to make adjustments and modifications in the regular education setting without involving the special education department. MTSS members are listed on the school district's committee appointment list. If the team feels that all viable alternatives have been attempted, a referral for a multi-disciplinary team (MDT) evaluation should be completed and given to the special education department.

Attendance at MTSS meetings is required of all staff connected to the individual student. Administrative permission to be absent must be granted prior to any meeting. Academic meetings take precedence over athletic practices.

**Section 12 - Multi-Disciplinary Team (MDT):** The MDT is responsible for the evaluation, analysis, and documentation of abilities of each child referred to special education. The MDT makes all verification decisions. The MDT also is responsible for preparing a written report of the results of the evaluation. This report should include whether or not a child qualifies, the basis for making the determination, and a listing of the team members. If a member of the team does not agree with the rest of the team, then that team member must submit in writing a report stating his/her reasons for disagreeing with the team's decision. The MDT should include the child's regular education teachers, a special educator, a school psychologist, a school district administrator or designee, a representative of the school district, and a speech pathologist if speech/language verification is being done. This is a permanent team with the exception of the regular educators involved. This will vary depending upon which teachers are in daily instructional contact with the student.

Re-evaluation of special education students is to be conducted every three years. A MDT meeting is held at this time, also. The requirements for a MDT meeting are the same for the three-year re-evaluation process.

Attendance at MDT meetings is required of all staff connected to the individual student. Administrative permission to be absent must be granted prior to any meeting. Academic meetings take precedence over athletic practices.

**Section 13 - Individual Education Plan (IEP) Meetings:** Every student that qualifies for special education is required to have a written Individual Education Plan (IEP). The IEP contains the student's current level of performance, goals, objectives to meet those goals, a statement concerning the student's participation in regular education classes, a list of individuals responsible for implementing the IEP, and other information concerning transition, transportation, etc. IEP meetings are to be held once a year. The following representatives are required to be at the IEP meeting: a school district representative, special education teacher, the student's teachers, an administrator, and the parents (unless they are unable to attend and documentation of attempted contact has been completed). Any teacher having contact with the student, in a teaching capacity, is required to attend.

Attendance at IEP meetings is required of all staff connected to the individual student. Administrative permission to be absent must be granted prior to any meeting. Academic meetings take precedence over athletic practices.

**Section 14 – Assessments:** Loup City Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards. Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are expected to fully adhere to and carry out the District's policy on assessments, including the timetable and reports.

**Section 15 - Activity Sponsorship (Head and/or Assistant Sponsors or Coaches):** All school activities and functions are an extension of the school itself and, as such, all rules regarding student and personnel conduct remain in effect. Each student activity will be provided with a school sponsor. Each class will be assigned one or more sponsors. A sponsor must attend ALL meetings of the activity, class, or organizations he/she sponsors. Sponsors are responsible for the purchase of all items needed by the organization with a requisition for such purchases obtained

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from the office.

Any school function must be cleared with the Principal before it can be scheduled, no matter how small. The Principal must approve events and dates of activities before they are placed on the master calendar.

### *General Duties of the Sponsors:*

1. The sponsor of any group or class should monitor that group at all times during the course of that group's meeting or activity. Teachers who fail to comply must assume full responsibility for the consequences. Head and/or Assistant Sponsors or Coaches are expected to be present for each and all of their respective activity. Absences MUST be discussed with the administration and appropriate leave measures taken.
2. The sponsor shall be responsible for guiding the group in the election of class officers, the determination of worthwhile group activities, and the coordination of the individuals in the group into a working unit.
3. The class meeting is the opportunity to practice democracy. The sponsor should set an example by insisting on an orderly, well-planned meeting, and one which follows some of the rules of parliamentary procedure.
4. At the first meeting of the year, the sponsor shall outline to the class or organization the following rules:
  - a. No meeting is to be held without the approval and attendance of the sponsor.
  - b. The year's activities are to be planned and dates selected if possible. Scheduling as soon as possible may prevent most conflicts.
  - c. No student is to order any supplies without the approval of the sponsor. A proper purchase order must be submitted.
5. All class projects and parties must be approved by the Principal in order to coordinate the various activities.
6. Money-raising activities must be approved by the building Principal.
7. Sponsors must pick up money earned by a class or organization the day the students earn the money. Said monies shall be turned into the office by the end of the same school day.
8. The student must pick up, complete, and return make-up slips prior to leaving on a school-sponsored activity. Sponsors of activities will need to exert all possible influence in securing the cooperation of their pupils toward regular classroom work. Furthermore, such classroom work has precedence over special activities. Overnight trips must be approved by the Principal and have written parental permission.
9. Personnel in charge of activities will stay with their pupils until they ALL have left the building. If the activity takes place before or after school or during the course of a weekend or break, the sponsor shall be responsible for turning out all lights, making certain that all windows and doors are locked properly, and activating the security alarm system.
10. It is the sponsor's responsibility to make certain that all facilities, buses, and equipment needed have been properly secured by request from the administration.
11. It shall be the responsibility of the sponsor to check on the eligibility of students participating in an activity.
12. Sponsors must ride the school's transportation with the students attending an activity, or have a staff member take the sponsor's place (Note: a parent cannot take the place of a sponsor on the bus; a school official is required to ride school transportation. Exceptions to this policy may be established by the Principal).
13. A sponsor should be monitoring student areas at all times (i.e. locker rooms, gyms, rooms, etc.).
14. A sponsor should be present during non-school time as well (i.e. fundraisers).

## Article VII – Use of School Facilities and Equipment

**Section 1 - Drug-Free Workplace:** The district will implement regulations and practices which will insure compliance with the Federal Drug-Free Schools and Communities Act and with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

*Drugs and Alcohol Prohibited - Standards of Conduct for Employed Staff:* The unlawful manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor in the work place 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 abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and 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.

### *Employed Staff*

1. Violation of this policy may result in disciplinary sanctions, including but not limited to, suspension, non-renewal, termination or cancellation of a certificated employee's contract pursuant to Neb. Rev. Stat. § 79-829 R.R.S., the suspension or termination of employment of a non-certificated employee, completion of an appropriate rehabilitation program, referral to law enforcement authorities for prosecution, and filing of a complaint with the Professional Practices Commission.
2. All employees shall be given a copy of the standards of conduct and disciplinary sanctions required, and notified that compliance with the standards of conduct is mandatory.

**Section 2 - Smoke and Tobacco-Free Workplace:** The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles are prohibited.

**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 term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that

## Article VII – Use of School Facilities and Equipment

- opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
  8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employer who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
  9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
  10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

**Section 4 - Use of District Computer Network and Internet Acceptable Use:** The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Accessing the Internet from a School District access point using a nonschool district Internet account.
9. Accessing fee services via district technology without specific permission from the Building Principal.
10. Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.
11. Invading the privacy of individuals.
12. Disrupting the work of others.
13. Posting material authorized or created by another without his/her consent.
14. Impersonation of another user, anonymity and pseudonyms.

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15. Sending or accessing encrypted information.
16. Commercial or private advertising or political lobbying.
17. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
18. Using or attempting to use the resources while access privileges are suspended or revoked.

*No Expectation of Privacy:* Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

*No Warranties:* The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

*Indemnification:* The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. File: 606.06R2

*Security:* Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

*Vandalism:* Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses

*Limited Resource:* Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals

### EMPLOYEE USE OF SOCIAL NETWORKS

The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
2. Teachers may not list current students as "friends" on networking sites.
3. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
4. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the principal.
5. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
6. Inappropriate contact via e-mail or phone is prohibited.

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7. Inappropriateness of posting items with sexual content
8. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
9. Examples of inappropriate behavior from other districts, as behavior to avoid
10. Monitoring and penalties for improper use of district computers and technology
11. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conducts, realizing their online actions at work and at home represent the District. The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

### GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
7. Be particularly aware of student privacy laws including FERPA.
8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
10. Find out who else is blogging or publishing on the topic, and cite them.
11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social

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media environment than honesty—or dishonesty.

17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.
20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media

**Section 5 - Use of School Facilities --- Security, Keys, Valuables (Money):** Employees and authorized personnel who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees shall never share their security codes or key cards with students. Employees are expected not to copy or possess unauthorized keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When employees leave the building, they are to close all windows, lock interior doors, make sure that the entry door(s) is fully closed and locked, and properly arm the building security alarm system. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage (i.e. outside of regular school hours). Security includes not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment, and as well as the safe practices in the use of electrical, plumbing, and heating equipment. Records and funds shall be kept in a safe place under lock and key.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Access to school buildings and grounds outside of regular school hours is endorsed on an organized basis. School grounds are available to be used as playgrounds for corresponding neighborhoods but supervision is only provided for LCPS students during school hours. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Adequate lighting is provided as one of the best safeguards against illegal entry and vandalism. Employees should be alert to strangers or suspicious activity on the school premises. Employees should not hesitate to ask for the name and business of any person found on the grounds or in the buildings. Questionable persons or activities should be reported to the supervisor or administration immediately. License numbers of unfamiliar cars on or near school grounds should also be reported. This aspect also applies to all employees with regard to any and all school property, whether during the school day, after school, or at night. Strangers or suspicious activity should be reported to the local police.

Employees are provided with a key fob that allows them access to the weight room. Employees may use the weight room during off hours and the summer at no charge. It is also requested that employees refrain from using the weight room during scheduled student time. Immediate family members of employees may also use the weight room. Children under the age of 19 must be accompanied by the employee. Students in elementary school may not use the weight room.

For the employee's own protection, no money should ever be left in classrooms. Collection of money for items purchased by students or for school-related aspects will be handled through the administrative offices. Proceeds from

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sale of concessions and/or fund raisers should be taken directly to the business manager or left in the bank night depository in a locked deposit bag. All funds need to be receipted and purchases paid by school check to comply with auditors recommended procedures.

**Section 6 - Care of School Property:** Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the administration or supervisor. If you learn that a student or employee has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the administration or supervisor so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

**Section 7 - Use of Telephone:** To enhance better communication between home and school, as well as internally within the school itself, each classroom is equipped with a phone. The use of the phones are not meant to disrupt instruction, so should be used at only appropriate times (planning time, breaks, noon, between classes, etc.). Personal telephone calls shall not be made during duty time except in the event of an emergency. All personal long distance calls must be made utilizing the employee's personal cell phone or calling card. Please use your own assigned security phone code number. Only long distance calls relating to Loup City Public Schools business should be made unless cleared by the office.

Long Distance calls can only be made from the K-3, 4-6, 7-12, or the Superintendent's offices. Local calls can be made from the classrooms. To make long distance calls within the 308 area code: dial 1-700-xxx-xxxx (Use 700 instead of 308); you will then hear a solid tone. Enter your assigned 3-digit code to complete the connection. For calls outside the 308 area code, dial the number with the proper area code and enter your personal code at the tone. All faxes will be sent and received through the Elementary office. When you send a FAX, the call is long distance so it will be made on your calling code. The secretary will assist with all faxes.

**Section 8 – Visitors:** Employees are not to have visitors on school property except on a short-term basis and only with permission of the administration. Visitors should follow posted procedures for being on school property.

**Section 9 – Salespersons:** Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the administration. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the administration. Employees shall not use time for which they are on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

**Section 10 - Security of Desks and Lockers:** Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school, are on property owned by the school, and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right 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. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse, or backpack.

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The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

**Section 11 - 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, employee, 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, employee, or other building user and may also be provided to law enforcement agencies.

**Section 12 - Bulletins, Announcements, Displays:** Employees are responsible for keeping current with daily/weekly announcements, bulletin updates, and electronic messages for administrative memos, announcements, and/or changes. Likewise, daily announcements must be submitted to the office by 2 p.m. the previous day.

Bulletin boards, display cases, doors, walls, hallways, windows, lockers, etc. are available for school-related and approved materials to be posted and displayed. All display items posted or materials for distribution in the school must be appropriate for school use, meeting the approval of the administration. The person or organization responsible for displaying or distributing the materials is responsible for cleanup after the event.

**Section 13 - District Website and Social Media:** The district website and other approved social media outlets provide means of discriminating information to the community about school events and classroom activities, and provide an effective line of communication between the community, staff and students. The superintendent's administrative assistant is responsible for implementing the web site regulations and posting materials to be published on the web site. All web pages on the web site will conform to this policy and the corresponding regulations.

Individual staff members may be granted rights to post information on the district's social media outlets. Staff members who post to social media should keep in mind the purpose, goals and high academic standards of the district when using social media.

*Staff Web Pages:* Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district. District employees, board members or guests may not establish personal webpages using district resources.

*School or Class Web Pages:* Schools or classes may establish web pages that present information about the school or class activities. The Building Principal will designate an individual to be responsible for managing the school web site under the supervision of the superintendent's administrative assistant. Teachers will be responsible for maintaining their class pages.

*Extracurricular Organization Web Pages:* Extracurricular organizations may establish web pages with the approval of the organization sponsor and the computer coordinator. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material.

**Section 14 - Copyright and Fair Use Policy:** It is the school's policy to follow the federal copyright law. Employees 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

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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.

**Section 15 - Lost and Found:** Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. All lost and found items must be held until the public is notified that it will be donated to an appropriate agency.

### **Section 16 – Safety:**

*Safety Program and Safety Committee:* The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained from the office. The District also has a safety committee to address employee accidents, injuries and work place conditions. Representatives are appointed by the administration to serve on the committee. If you have a desire to serve on the committee, you should contact the administration or your supervisor. Employees can make suggestions and/or report concerns to the safety committee or the administration.

*Safety Practices:* Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Keep your work area/room clean and pick up clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete an accident report.
9. Wear seatbelts when in school vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. 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 office.
11. Do not engage in “horse play.” Such conduct is a common cause of injuries and is not consistent with job duties.

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

*Use of Personal Vehicles:* Employees who drive school vehicles must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

*Accidents:* Every accident which results in a personal injury must be reported to the office immediately. In the event the injury involves a student, the employee 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.

*Workers Compensation:* Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

*District Crisis Team:* Loup City Public Schools has a team of faculty and administrators organized should a crisis issue arise for the District (i.e. death of a student, death of a teacher, disaster, etc.). School operational guidelines and procedures have been developed and will be monitored by this committee. The committee is headed by the High School Guidance Counselor. Should a faculty member learn of a situation that may require the attention of the crisis team, they should alert the administration or the High School Guidance Counselor. Other faculty will be notified as conditions develop. Every teacher should be knowledgeable of the proper emergency procedures and instruct their students of such procedures, and have the District's "Emergency Procedures Guide" flip chart accessible for immediate reference.

*District Exposure Control Plan:* To safeguard the health and well-being of District employees and promote a safe work environment, the Loup City Public Schools has developed this "Exposure Control Plan" to reduce exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens to which employees may be exposed in their workplace. Copies of the Exposure Control Plan are kept in the office of the Superintendent, 7-12 Principal's Office, and the Nurse's Office.

The employees of the Loup City Public Schools have the most important role in the blood borne pathogens compliance program, for the ultimate execution of much of the Exposure Control Plan rests in their hands. In this role the employees function as follows:

1. Know what tasks they perform that have occupational exposure.
2. Attend the blood borne pathogens training sessions applicable to their exposure/risk level.
3. Plan and conduct all activities in accordance with established work practice controls.
4. Develop and practice good personal hygiene habits.
5. Read the school's Exposure Control Plan and training handbooks (may be obtained from the administration or school nurse).

### *Personal Protective Equipment (PPE) Locations*

<u>Types of PPE</u>	<u>Location(s)</u>
Disposable Gloves	Nurse's Office, School Offices Custodial Offices Teacher Work Areas
Pocket/CPR Mask	Nurse's Office

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Gloves, CPR Mask & Sponges  
Utility Gloves/Dustpan & Broom

School Offices  
Elementary Buildings' Fanny Packs  
Custodian's Office

*Emergency Protocol:* The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systematic allergic reactions ("anaphylaxis"). To this end, the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol ("Emergency Protocol") as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

*Emergency Protocol –Students:* The administration adopts the Emergency Protocol set forth in Nebraska Department of 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 7:50 a.m. and ending at 3:50 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 in 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.

*Employee Indemnification for Emergency Protocol:* The Board understands that employees may be reluctant to undertake the task of administering the Emergency Protocol due to the potential threat of personal liability. Accordingly, it shall be the policy of this District to indemnify and hold harmless those employees who take actions in accordance with and pursuant to the Emergency Protocol. This indemnification shall be secondary to and not replace any insurance coverage applicable to any claim against the employee. To receive such indemnification, the Board of Education shall by majority vote of a quorum of the Board determine that the employee had completed the training to administer the Emergency Protocol, did not intentionally fail to follow the Emergency Protocol or was not grossly negligent in the administration of the Emergency Protocol, and acted in good faith and in a manner which the employee reasonably believed to be in or not opposed to the best interests of the school district.

**Section 17 - Asbestos Notification:** The Loup City Public Schools is in compliance with all health laws and the Environment Protection Agency (EPA) in regard to asbestos in our school buildings. Asbestos has been identified in the following areas:

Primary Building: Vinyl floor tile and flue insulation on boiler  
Original Middle School Structure: Vinyl floor tile

None of the above asbestos materials pose an immediate health problem to employees or students. The school will continue to periodically inspect and monitor these areas. Our Asbestos Management Plan is available for review at all buildings and the Office of the Superintendent, 800 North 8th Street, Loup City.

### **Section 18 - Transportation**

Teachers wishing to schedule field trips or school business trips are to schedule them, with permission of the building principal, through the office. Bus transportation requests should be submitted to the office five school days prior to the trip. Coaches should hand in their transportation requests at the beginning of each season. Car, van, and SUV

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keys are to be requested at least five school days prior to the trip and can be picked up from the Transportation Director after administrative approval.

Students are expected to ride the bus to activities. The principal may be contacted by parents a day prior to an activity if adjustments in this policy are to be made. Such adjustments will be granted in rare instances. Students can only be released physically to a parent to ride home after an away activity. Each sponsor/coach/instructor shall have sign-off slips for parents to sign, as well as when releasing those students to their parents.

### *LCPS Activity Travel Procedures*

#### Before Leaving

- Sponsors / coaches are to be sure that the contact list for your activity has been updated in Power School / Power Announcement
- For each activity trip, sponsors/ coaches are to leave a complete and accurate list of students making the trip with the JSH secretary.

#### Before Leaving the Activity Site

- Coaches / sponsors are to update the student activity list-indicating any students who rode the bus to the activity, but will not be returning on the bus. Put the completed list in the glove box of the van/bus
- Sponsors/ coacher are to text the name(s) of students not returning on the bus to the activities director before departing

*Buffalo Watch:* We use the Buffalo Watch ([www.buffalowatch.net](http://www.buffalowatch.net)) website to track weather conditions in the area where each activity bus travels. If we receive a warning of bad weather in the area, we will be in contact with individual bus drivers. In the event of a change in travel plans, we will notify parents via Power Announcement.

*Loup City Public Schools Safe Pupil Transportation Plan:* This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. Weapons - Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
  - a. Radio transportation dispatch and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
  - b. Pull vehicle over to safe and secure area.
  - c. Confiscate weapon (if it doesn't jeopardize student or driver safety).
  - d. Give description of weapon and participating parties to dispatch.
  - e. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. Pupil behavior - Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
  - a. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - b. First seek to resolve incident through discussion with the student(s) involved.
  - c. Activate emergency flashers.
  - d. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
  - e. Report and document discipline problems to the administration on a Bus Conduct Report/Incident Form.
3. Terrorist threats - A person commits a terroristic threat if the person threatens to commit a crime of violence

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with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- a. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - b. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
  - c. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
  - d. Driver should wait for instructions from dispatch if possible.
4. Severe weather - Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- a. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - b. Return to the school if less than five minutes away and follow the directions of the school administrator.
  - c. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
  - d. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
  - e. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. Hazardous materials - Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- a. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - b. Pull vehicle over to safe and secure area.
  - c. Give description of hazardous materials in question to dispatch.
  - d. Dispatch will immediately notify appropriate law enforcement and school administration.
  - e. Driver should wait for instructions from dispatch if possible.
6. Medical emergencies - Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- a. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
  - b. Dispatch will immediately notify appropriate medical agencies and school administration.
  - c. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - d. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
  - e. Driver should try to keep student passengers as calm as possible.
7. Procedures in the event of mechanical breakdowns of the vehicle - Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
- a. Pull vehicle over to safe and secure area if possible
  - b. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

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- c. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
  - d. Driver should try to keep student passengers as calm as possible.
  - e. Dispatch will arrange for assistance and a relief vehicle if needed.
8. Documentation under Safe Pupil Transportation Plan - Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
9. Transportation of Unsafe Items - Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any times that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
10. Supplemental Information - A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

### *EMERGENCY EVACUATION PROCEDURES: (For Students Being Transported in Small Vehicles—Cars & Vans)*

In a vehicle accident or emergency situation, the driver must use his/her best judgment to decide what action shall be taken. As a driver, your primary responsibility is student safety. In an emergency, it may be necessary that the vehicle be evacuated.

#### A Vehicle Must Be Evacuated In These Situations:

- The vehicle is on fire. It must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the vehicle and remain there until the vehicle driver has determined that no danger remains. If a vehicle is unable to move and is close to existing fire or highly combustible materials, the danger of fire shall be assumed and all passengers must be evacuated.
- The vehicle is stopped in an unsafe location and is unable to proceed (e.g., due to an accident or weather conditions). The driver must determine immediately if it is safer for passengers to remain on the vehicle or to evacuate. For example, if the vehicle is in the path of any train, or on or closely adjacent to any railroad tracks.
- The vehicle could change position and increase the danger. For example, if a vehicle were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated.
- If there is danger of collision. Under normal traffic conditions, the vehicle should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important Factors In School Vehicle Evacuation: The safety of the pupils is of utmost importance and must be given first consideration. Prior to evacuation, the emergency brakes shall be set, ignition turned off, the transmission placed in an appropriate gear; and hazard flashers turned on to warn traffic. The driver should stay in the vehicle during evacuation to facilitate the evacuation procedures. The driver should be familiar with any extra equipment on the vehicle that would aid in an evacuation of a student with a disability and assure that the student is safely evacuated.

Students should be instructed to evacuate on side of the vehicle away from the roadway—typically the passenger side. Evacuations shall be conducted with deliberate speed. A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient. A vehicle should be completely evacuated in 2 ½ minutes. To insure a

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safe exit, passengers must have their hands free. They must leave personal belongings in the vehicle except those needed for their safety (coats, etc.). During an evacuation, passengers must be directed to a safe point at least 100 feet from the vehicle and remain there until given further directions.

Upon evacuation, the driver should attend to any injured students and immediately contact emergency service (call 911 and the school). Discuss the accident ONLY with police and school district officials. Do not leave the scene of an accident until the safe transportation of all students has been arranged by the student's parent, the school, or emergency personnel.

To assist the driver in evacuations (or to respond to situations where the driver is incapacitated), mature, responsible student(s) should be selected and trained to lead passengers to safety from each door utilized for evacuation. The selected student(s) should be trained to:

- turn off ignition switches;
- set emergency brakes;
- summon help when and where needed (instructions and telephone numbers shall be available);
- use windows for evacuation in emergencies;
- set flags and reflectors or reflective triangles;
- open and close service and emergency exit doors;
- direct school vehicle evacuations;
- perform other duties as directed by the driver.

*Emergency Equipment:* The driver should be familiar with and appropriately use emergency equipment during an evacuation. Emergency equipment for a small vehicle may include the following:

- reflector kit;
- vehicle-mounted hazard flashers;
- body fluid clean-up kit;
- first aid kits;
- fire extinguishers;
- triangle shaped reflectors.

*Safe Driving Record Standard for Drivers:* Any employee using a school vehicle or involved in transporting students will be required to complete the "Driver Certification" form. A check will be made of the employee's driving history at the District's expense.

*Standard for Pupil Transportation Vehicle Drivers:* Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. In the event the person has accumulated 3 or 4 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

*Standard for Drivers of Small Vehicles for Activity Trips:* Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. In the event the person has accumulated 3 or 4 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

## Article VII – Use of School Facilities and Equipment

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

*Activity and/or Field Trips:* Staff members are to follow the following guidelines when planning trips.

1. Activity trips will leave from the school no earlier than necessary to be on time for the activity.
2. The sponsors shall be responsible for distributing all necessary forms to the students, picking them up after they are signed, and returning them to the office prior to the departure on the trip.
3. Sponsors shall know the whereabouts of all students all the time.
4. Sponsors are reminded that the Loup City Public Schools Drug/Alcohol Free Workplace Policy is in effect on all trips.
5. Sponsors shall schedule the trip in a manner in which there are minimal periods of time that students are not involved in supervised activities.
6. All students and parents shall sign a document prior to leaving on an activity trip which indicates their understanding of the rules and agreement to abide by them and/or accept the consequences. Signing of the agreement is a condition of participation in the trip and the activity.
7. The meals eaten by the students will be at a place or places chosen by the sponsors. The sponsors will supervise these eating places while the students are present.
8. For any trip, Loup City Public Schools reserves the right to search any student's luggage, coolers, equipment, rooms, or any other place or possession as a condition of the student's participation in the trip.
9. The areas of prohibited conduct, as defined in the student handbook and the statutes of the State of Nebraska, shall be in effect during all school activities.
10. Violation of school rules concerning prohibited conduct will result in the student's parents being notified of the situation and removing the student.
11. Students are expected to participate in all planned activities while on the trip unless expressly excused by the sponsor.
12. When overnight trips are necessary, arrangements for accommodations will be made with administrative approval.
13. All students participating in an overnight activity will stay in accommodations provided by the school, until the activity or that student's part in it, is over, at which time the student may be released only to the parent/guardian of the student.

## Article VII – Use of School Facilities and Equipment

14. Sponsors will have a key to all rooms in which students under their supervision are staying.
15. Sponsors will prepare an itinerary for overnight trips. The name of the motel and the phone number of the motel will be included on the itinerary. A copy of the itinerary will be given to the administration and given/mailed to the parents/guardians of participating students.
16. Students will not be in rooms of members of the opposite gender, nor have members of the opposite gender in their rooms.
17. Students shall not be in rooms not under the direct supervision of Loup City Public Schools sponsors, nor shall they have persons in their rooms that are not answerable to their sponsors.
18. At least one of the sponsors will be of the same gender as the students participating.
19. Out-of-state trips are not allowed except by special approval of the Board of Education.

**Section 19 – Use of School Vehicles:** Whether the teacher is using the vehicle for student activity or business trips, the following procedures shall be followed:

*Reservations:* Teachers are required to fill out the transportation request form and submit it to the appropriate office at least five days before the scheduled trip. Teachers may request certain vehicles for their business trips, but are not guaranteed their first preference.

1. Practice Transportation will be arranged by the Athletic Director and Transportation Director.
2. Activities Director and Athletic Director will schedule transportation for events and meetings with the Transportation Director, including leave times from school.
3. Field trips, professional development trainings, meeting trips, and all other transportation shall be requested through the appropriate principal's office and will be arranged by the Principal and Transportation Director.

*Business Trips:* The Transportation Director will provide the keys to the teacher through the Principal's Office. Only one vehicle will be sent to any particular meeting or training, unless the number of staff members attending necessitates another vehicle. Any staff that does not go with the assigned vehicles must take their own and will not be reimbursed for their travel.

*Date of the trip:* No matter the reason for the trip, the following procedures will be expected of all staff members using school vehicles:

1. Conduct a pre-trip inspection based on the list provided in each vehicle.
2. Write down the date, starting mileage, destination, and any issues noted in the pre-trip inspection on the vehicle log.
3. Upon return, write down the ending mileage, total mileage for the trip, and any other issues noted during the trip on the vehicle log.
4. Make sure that all garbage is picked up and the vehicle is clean before returning the keys.
5. Upon return, make sure that the vehicle is parked in the appropriate labeled spot.
6. If the vehicle has less than ½ tank of gas, staff shall fill the tank before turning in the keys. Any time gas is added to the vehicle, write down the amount of gas added and the total cost on the vehicle form. The receipt for the gas shall also be left in the binder provided in each vehicle.

**Section 20 – Cell Phone Use in School Vehicles:** It is illegal for staff members to use cell phones while operating school vehicles. In the case of emergency, the staff member needs to stop the vehicle safely and put it in park before answering their phone. Any violation of this policy will lead to disciplinary action up to, and including, termination.

Staff members that are riding in a school vehicle that is transporting students should refrain from using their cell phones. The number one priority of any staff member riding in a school vehicle is the supervision of students.

## Article VIII – State and Federal Programs

**Section 1 - Notice of Nondiscrimination:** It is the policy of Loup City Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its education program, activities or employment policies and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Angela Simpson  
Superintendent 800 N 8th Street  
Loup City, NE 68853  
308-745-0120  
angela.simpson@lcpublic.org

Complaints or concerns involving discrimination or needs for accommodations or access should be addressed to the above named employee. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

Office for Civil Rights  
601 East 12th Street, Room 353  
Kansas City, MO 64106  
1-800-368-1019 (phone)  
1-816-426-3686 (fax)  
1-800-537-7697 (telecommunications device for the deaf)  
ocr.kansascity@ed.gov

**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: Loup City Public Schools, 800 N. 8th St, PO Box 628, Loup City, NE 68853-0628, (308) 745-0120.

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	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

### **Section 3 - Anti-discrimination & Harassment Policy**

*Elimination of Discrimination:* The Loup City 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*

Purpose: Loup City Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any

## Article VIII – State and Federal Programs

kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Loup City 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, gender, marital status, disability, religion or age 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, religion, disability or national origin 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.

An individual who believes he/she has been abused shall notify Angela Simpson, the designated investigator. The alternate investigator is Roger Reikofski. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The

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investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

1. The name, age, addresses and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
  - a. Unfounded. (It is not likely that an incident, as defined in district rules, took place), or
  - b. Founded. (It is likely that an incident took place.)
8. The applicability of exceptions to the investigated incident, or reason for the contact or force used.
9. A statement that, in the investigator's opinion, any physical contact that occurred was:
  - a. Appropriate. (Actions not requiring any disciplinary process), or
  - b. Inappropriate. (Actions invoking a disciplinary process as defined in district rules).
10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
11. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
  - a. Contacting law enforcement officials.
  - b. Contacting private counsel for the purpose of filing a civil suit or complaint.
  - c. Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

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The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse shall not be put in the employee's personnel file.

**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 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 thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. 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 ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

**Section 5 - 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

## Article VIII – State and Federal Programs

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 and effectively provide the function or service for which they are responsible.

Contractors, consultants, and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health, and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

*NOTICE CONCERNING DIRECTORY INFORMATION:* The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

A form for students to participate in school public relations activities has been added to the last section of this handbook, as well as information related to the disclosure of student information as it pertains to the Nebraska School Activities Association (NSAA) in conjunction with the Loup City Public Schools as a member school of the NSAA.

Student Directory information will be released to the Loup City Booster Organization for the purpose of committee

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assignments, unless notified in writing.

**ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION:** The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. 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 designates such student work as directory information and 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 Sherman County Sheriff 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 6 - Disclosure of Student Information to Military Recruiters and Colleges:** The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school 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 consent. Employees are expected to follow these requirements.

**Section 7 - Disclosure of Staff Qualifications:** The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

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, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

**Section 8 - Student Privacy Protection:** The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's parent;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating or demeaning behavior;

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- e. Critical appraisals of other individuals with whom the student has close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the students or the student's parent;
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
  4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

**Section 9 - Parental Involvement:** It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year.

Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.

*Title I Parental Involvement:* The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring – (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their

## Article VIII – State and Federal Programs

child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

**Section 10 - Homeless Students:** The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

**Section 11 - Breakfast and Lunch Programs:** The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director  
Office of Civil Rights'  
Room 326-W, Whitten Building  
1400 Independence Ave, SW  
Washington, DC 20250-9410

Or call (202) 720-5964 (voice and TDD)  
USDA is an equal opportunity provider and employer.

**Section 12 - Confidentiality of Protected Health Information:** It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

## Appendix A – Teacher Evaluation

# Loup City Public Schools

## Receipt 2019-2020 Teacher Handbook

This signed receipt acknowledges receipt of the 2019-2020 Teacher Handbook of Loup City Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and 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.

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to:  
Superintendent  
Loup City Public Schools

Please return by: End of the Day on August 15<sup>th</sup>

Loup City Public Schools  
2019-2020



Classified Staff Handbook

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## Foreword

### 2019-2020 Classified Staff Handbook Loup City Public Schools

**Section 1 - Intent of Handbook:** Welcome to Loup City Public Schools. This handbook is intended to be used by certified employees to provide general information about Loup City Public Schools and to serve as a guide to the District's policies, rules and regulations, benefits of employment, and performance expectations.

All employees are also expected to know and adhere to the Loup City Public Schools Parent-Student Handbook.

Each employee is responsible for becoming familiar with the handbook and knowing the information contained in it. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Loup City Public Schools and the Loup City Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict may exist, state or federal law, the negotiated agreement, and Board policies and regulations will prevail.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except 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.

This handbook will be in effect for the 2019-2020 school year and subsequent school years unless replaced by a later edition.

#### **Section 2 – District Goals:**

1. Academic Excellence – To become a school system that inspires, challenges, and supports the highest level of excellence for all our students. We believe an intellectually rigorous educational experience will develop graduates who will advance into the next phase of their lives prepared to function effectively in the world of the 21st Century, and who understand the importance of living as informed, responsible citizens.
2. Safe and Orderly Schools – The District and community will work together to provide a safe learning environment.
3. Community Schools – Establish public trust and confidence through open, honest communications and positive relationships.
4. High Quality Workforce – Recruit, retain, and professionally develop a high quality workforce.

**Section 3 – School Mission Statement:** Empowering Continual Success

**Section 4 – District Governing Values:** The Loup City Public Schools, with the support of parents and community, are committed to providing all students with positive and challenging educational experiences that will empower them to succeed as members of a changing society.

WE BELIEVE that every student and staff member should have healthy self-esteem

WE BELIEVE in the importance of parental and community support.

WE BELIEVE that all students should experience success.

WE BELIEVE in the importance of developing excellent communication skills, problem solving skills, and an interest in learning in all students.

WE BELIEVE that everyone should have respect for school, community, and peers.

**Section 5 – Confidentiality:** Employees should not discuss school matters outside the job, nor discuss confidential or personal information about students or staff. Requests from anyone, other than certificated building staff, for personal information about students should be referred to the administration.

## Foreword

**Section 6 – Chain of Command:** Responsibility and supervision shall flow simply and clearly from students to teachers and staff to the administration to the Board of Education. Employees are required to use the chain of command beginning with their supervisor in resolving conflicts and seeking solutions and answers to problems or disagreements.

Addressing the Board of Education: The Board desires to maintain open communication channels between itself and the employees. The basic line of communication will be through the superintendent utilizing the aforementioned "Chain of Command". The superintendent will develop and recommend to the Board processes for communications between the Board and District employees.

Communication or reports to the Board or Board committee from any employee should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies, and directives of employee interest and concern will be communicated to employees through the superintendent. The superintendent will communicate as appropriate to keep employees fully informed.

**Section 7 -Students' Educational Interest:** Although the ultimate decision relative to individual decisions is based upon several considerations, the prime consideration is that of the welfare of the students in the school system.

## Article II – Employment, Compensation, and Benefits

**Section 1 – Contract Days and Hours:** The number of days and expected work hours will be assigned to classified staff by their supervisor and/or the Superintendent. Generally, 9 month employees will work on scheduled school days only.

**Section 1 – Employment:** All classified employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent of Schools and approved by resolution of the School Board and Board of Education.

**Section 2 – Assignments:** The professional duties and responsibilities to be performed by an employee with the District shall be subject to assignment by the Superintendent of the District. An employee will be expected to devote full time during days of school to their assigned position and to diligently and faithfully perform the assigned duties to the best of their ability. Job descriptions, where available, provide additional information about the position duties. Employees may apply for transfer to another building or reassignment within their building. The superintendent reserves the right to reassign or transfer any employee at any time. If the change results in a promotion to a higher level job, the employee is moved to a rate of pay within the new level which is at least equal to the rate of pay the employee was receiving prior to the reassignment or transfer.

**Section 3 – Personnel Files:** Personnel files contain pertinent employee data relative to employment. The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109. Employees are to notify the office of any changes in contact information as soon as possible. For a name change, provide your new social security card. Employees may contact the administration to request a review of their personnel file.

**Section 4 – Grievances and Complaints:** Classified employee related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

**Section 5 – Compensation:** Classified employees are paid a salary and fringe benefits based on placement on the salary schedule adopted by the Board of Education. Compensation is generally based on the prevailing community rates and the rates paid by other similar school districts for a particular type of work.

The Board of Education establishes the pay scale and range for each position through the budget building process. Following board action on the budget, each employee will be advised of her/his pay rate and any changes in fringe benefits for the school year beginning September 1. Each employee is then required to sign and return an employment agreement. The adjusted pay rate will be reflected on the September 15 paycheck.

*Salary Payments ("Payday"):* Employees will be paid on the 15th of the month by direct deposit, or the last preceding work day, if the 15th falls on a weekend or holiday. Payment by direct deposit is mandatory, and all staff will be required to supply the necessary bank account numbers and information to receive payment. The first paycheck is issued September 15.

"Pay stubs" will be sent to all employees via email. Any request for payroll changes (deductions, exemptions, etc.) must be made in the Superintendent's office prior to the first day of the month. Deductions for absences will be taken from the pay period in which they occur, whenever possible. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all salary due in one lump sum. Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Monthly pay checks will be based on time cards submitted by the end of the day on the last day of each month, which will be reflected on pay checks received on the 15th of each following month. The classified monthly pay period runs from the first day of each month to the last day of each month.

**Section 6 – Initial Hiring and Briefing:** Employees reporting to work for the first time upon being hired will be provided with the following:

1. The names of fellow staff and faculty members, the business manager, secretaries, and other special staff personnel who will come to the building.
2. Location and use of physical facilities of building: Classrooms, cafeteria, library, break rooms, and lavatories.

## Article II – Employment, Compensation, and Benefits

3. Regulations for pupils in building and on school grounds; uses of entrances, exits, lavatories, playground areas, equipment and activities; regulations for pupils during, before and after school hours.
4. Directions regarding building meetings, in-service training meetings, other meetings, fire drill regulations, policies concerning leaves of absence, etc.
5. The goals and aspirations of our schools.
6. School system policies and regulations.

Also upon being hired, each employee must complete the I-9 Employment Eligibility Verification form which is kept on file in the Superintendent's Office. Prior to receiving a paycheck, each eligible employee must have the below list on file in the Superintendent's Office:

- W-4 Employee's Withholding Allowance Certificate
- Nebraska Retirement form (if eligible)
- Health and major medical enrollment forms (if participating)
- Cobra Notification Form
- Drug/Alcohol-Free Workplace Policy form
- Employment Agreement
- Direct Deposit Form
- 125 Plan Election Form

Failure to provide any of the above documents within the specified time may result in the withholding of the employee's paycheck until such documents are provided by the employee.

Failure to provide any of the above documents within the specified time may result in the withholding of the employee's paycheck until such documents are provided by the employee.

**Section 7 – Benefits:** Employees are provided benefits in accordance with group health insurance plan requirements and the school district's Section 125 Plan document. Employees shall make annual fringe benefit elections by September 1 of each school year. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

**Section 8 – Payroll and Payroll Deductions:** Salary and benefits are paid in accordance with the individual employment contracts. Payroll deductions shall be made in accordance with law and the negotiated agreement, including taxes and retirement.

**Section 9 – Expense Reimbursements:** Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites only if school transportation was not available. Poor planning on an employee's part does not guarantee reimbursement by the District. Preapproval by the Superintendent may be necessary. Claims for reimbursement should be submitted to the Superintendent. 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.

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 employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

## Article II – Employment, Compensation, and Benefits

Reimbursement for purchase of materials or for meals or other expenses related to District-required travel must be submitted to and approved by the administration. 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.

*IRS Determination on Reimbursable Meals* - According to the IRS and the District's auditor, the following is a clarification on reimbursable meals:

Only meals after 6 p.m., while on school directed business, are considered "reimbursable meals" and are not required to be run through payroll. If the employer chooses to reimburse employees for any other meals, they must be run through payroll and be taxed. Such reimbursement will show up on the employee's W2 form. Meals of this type will be reimbursed to the maximum limit set annually by the Board of Education on the Fee & Rate Schedule. If an employee is requesting reimbursement of any type, a receipt must be presented. The Board will adopt a formal policy regarding this procedure, at the recommendation of the District's auditor.

Employee use of the District's credit card should be done for educational expenses only. Unauthorized purchases shall be reimbursed by the employee.

**Section 10 – Salary Reduction Agreements:** The District will cooperate with any employee who chooses to participate in a tax sheltered annuity investment program under the Internal Revenue Code. For example, classified staff may participate under Section 403(b) provided that the classified employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the employee has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

*125 Cafeteria Plan:* A Section 125 Cafeteria Plan is available through the school for all interested staff. The plan is administered in accordance with Federal and State Revenue Codes and allows employees to make payroll deductions before taxes for: 1) health related insurance premium, 2) out of pocket medical expenses, and 3) dependent care expenses. The plan year for this program runs from September 1 to August 31. You must enroll each August. New employees have 30 days to enroll. Check at the Superintendent's office for details.

**Section 11 – Overtime:** Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is available in the Superintendent's Office.

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, while those who are "non-exempt" are eligible for overtime. Hours must be maintained through the Time Clock System. All leave days must be accounted for through the ODIE system. Staff will not be required to clock out when substitute route bus driving.

Non-exempt employees will be expected to accurately report hours worked through the Time Clock System. Any errors must be remedied as soon as possible. Falsification of time cards is a serious offense.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule or any hours from home. A form will be available in the offices and online for these requests. Failure to obtain permission for additional or at home hours will result in disciplinary action, including possible termination.

Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

As they do for a regular work day, classified employees that are paid an hourly wage are expected to use the time clock to both clock in and out when attending an out of town, work-related event (workshop, conference, meeting, etc.) so the length of travel time is included for that day's total hours worked.

## Article II – Employment, Compensation, and Benefits

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. Loup City Public Schools does not allow compensatory time for overtime hours.

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 exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may 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 District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day (done by ¼ days) or a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

**Section 12 - Health Insurance Benefits:** Classified employees are provided single health insurance based on their full or part-time status with the District, in accordance with the Patient Protection and Affordable Care (PPACA) regulations. Employees who do not qualify for district provided insurance may apply for coverage under the district's policy. The employee(s) will have a payroll deduction for the monthly premium. If an employee's earnings are not sufficient to allow for a payroll deduction for insurance, the employee must submit the premium amount due to the school district on a monthly basis.

Waiting periods will be waived for pre-existing health conditions for anyone enrolling within 30 days of employment. If an employee (and/or family members of the employee) enroll after the open enrollment period is over, the employee (and/or family members) are not guaranteed coverage and if coverage is granted the covered individuals will be subject to a 365 day waiting period. It is the employee's responsibility to notify the office immediately of any changes resulting in "loss of dependent status" such as marriage, divorce, dependent child's age, etc. Employees are required to contact the Office for any changes in health insurance coverage within 31 days.

Employees may choose family dental coverage with the difference being paid by payroll deduction.

**Section 13 - Liability Insurance Coverage:** The district protects its employees through a comprehensive liability insurance program. The district shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused, in whole or in part, by that employee while performing assigned duties as an employee of the district, to the extent such claims are covered by, and to the extent permitted by, the liability policy. Under the provisions of the district's liability policy, employees who separate from the district are protected for incidents which happened while they were carrying out the duties of their job description for the district. The liability policy provides that the district shall not obligated to assume any costs or judgments held against the employee when such damages are proven to be due to the employee's willful negligence, violation of law, or criminal act, as determined by a court of law.

**Section 14 - Worker's Compensation Insurance:** All employees of the district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law. A report of every accident occurring on the job must be filed with the administration within 24 hours of the accident. While on leave due to a valid Worker's Compensation claim, employees may use portions of their available leave to compensate for lost wages. In no instance may the hours of paid leave requested plus the amount received from Worker's Compensation (2/3rd of gross pay) total more than a normal day's wages.

**Section 15 - Activity Tickets:** Employees are issued a Loup City Public Schools workers pass for home athletic events. These passes are not transferable to other parties.

## Article III – Absences From Work

**Section 1 - Sick and Personal Leaves:** Employees are provided with personal leave in accordance with district policies. During such paid leaves, employees shall continue to receive all wages/salary and fringe benefits called for by the individual contract or negotiated agreement, if any. The 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 tolerated. Sick leave is to be used for unavoidable absences due to personal illness or injury.

All unspecified leave must be exhausted before seeking administrative approval for using sick, bereavement and/or other leave for family illness and/or other related incidents.

Employees must complete a leave request on the ODIE system order to receive approval for any days they may miss. In case of illness, the request must be turned in the day the employee returns to work. If at all possible, employees should file the form before being gone. If this is not possible, it is to be submitted the day the employee returns to work. Appropriate planning and measures should be taken by employees in case of emergency leave (i.e. teachers having effective lesson plans and materials prepared and readily available for the substitute, etc.). An employee who becomes ill and is unable to work is to contact the building secretary or supervisor at the earliest possible time. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, notification should be made as soon as possible to indicate whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, an ODIE request is to be submitted at least five school days prior to the absence, or such other advance notice as is practicable under the circumstances. Personal leave requests immediately before or after a holiday and/or a scheduled school vacation period may be granted based on a case-by-case basis at the sole discretion of the building principal. Employees are expected to be present the first and last day of school.

Personal leave requests made during the first or last scheduled week of school will not be granted-unless an emergency exists.

All employees who are absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the administration or supervisor from the employee's physician or health care provider stating that the employee is physically able to return to duty. This statement is to be presented in person before the employee returns to duty in order that the present stage of convalescence can be observed and discussed.

*Classified Leave:* Ten (10) days of unspecified leave per year are granted to classified employees working 20 hours or more per week. Unused days will be accumulated as sick leave, up to a maximum of 40 days. Days of leave are available for classified employees as a security and insurance against emergencies or illness during employment and are not redeemable as severance pay upon separation from the district. This leave may be used for sick leave, bereavement, or personal obligations that arise.

*Medical Leave.* Any sick leave will first be taken from the unspecified leave days that are granted each year, and then from accumulated medical leave. Classified employees who use sick leave must indicate the illness on the ODIE system. When doctor or dental appointments cannot be made outside of the employee's work schedule, sick leave can be used to cover the time needed for such appointments. Absences which exceed the employee's accumulated leave days are not paid. However, an employee may elect to use accumulated vacation time as additional sick leave. In the case of any extended periods of absence (three or more days) due to illness or injury, the supervisor may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work.

When an employee becomes aware of circumstances which require an extended periods of absence, he/she should notify his/her immediate supervisor. The employee must furnish a statement from the attending physician (1) confirming the condition, (2) advising the district of the scheduled date of surgery or the expected delivery date, and (3) providing the date beyond which the employee should not continue to work and an opinion as to the employee's physical and/or mental ability to continue to perform the duties of his/her job description.

## Article III – Absences From Work

Use of sick leave for purposes other than personal illness or abuse of the sick leave provisions may result in disciplinary action, including cancellation of the sick leave provision for the employee or termination.

*Personal Leave.* Personal leave may be granted to employees for the purpose of meeting business obligations or for unforeseen emergencies. Personal leave days are taken from unspecified leave days. No personal leave will be approved after the ten unspecified days are used up. Requests for Personal leave should be submitted to the immediate supervisor via the ODIE System as far in advance as possible. All personal leave requests must be submitted to the office of the superintendent for consideration. Personal leave requests made during the first or last scheduled week of school will not be granted-unless an emergency exists.

*Bereavement Leave.* Classified employees are eligible for full pay for absence in case of death or critical illness in the immediate family (child, spouse, parent- as defined by the Family and Medical Leave Act) or close, personal friends. Bereavement days will be taken from unspecified and accumulated sick leave as needed.

*Leave Without Pay.* A leave of absence without pay may be granted the employee's immediate supervisor for a period of time up to three (3) consecutive days provided:

1. You present to your supervisor your reason(s) in writing.
2. The time requested does not negatively affect the efficiency of the school operation.
3. A substitute, if necessary, can be employed prior to the commencement of your leave.

Extensions and/or longer requests for absence without pay shall be at the discretion of the Superintendent of Schools.

*Holidays:* Full-time classified employees are eligible for the following paid holidays which fall during their months of employment:

- Labor Day
- Thanksgiving Day
- Memorial Day
- Christmas Day
- January 1
- July 4

If a holiday occurs while a full-time employee is on sick leave or vacation, the day is not counted as a sick day or a vacation day. An employee must be actively employed the workday before and after the holiday, or vacation, to be paid for the holiday. Sick leave requests for Doctor/Dental appointments may be granted for these days, also.

*Vacation:* Twelve-month employees are eligible for paid vacation according to the following schedule:

0-1 year	1 day every 2 months	Maximum 5 days per year
2-5 years	5/6 day per month	Maximum 10 days per year
6-10 years	1 day per month	Maximum 12 days per year
11+ years	1.25 days per month	Maximum 15 days per year

Nine-month employees and part-time employees do not receive paid vacation days.

There is no carry-over or accumulation of unused vacation leave from one year to the next. Any unused vacation days remaining at the end of the year shall be subtracted from the number of vacation days the employee can accumulate, such that the total vacation days will not exceed the maximum in the above schedule. Upon ending employment, unused vacation days will not be paid except to the extent required by law.

## Article III – Absences From Work

No more than ten (10) days may be taken consecutively. In most cases, the head custodian and Superintendent will arrange two-week periods of vacation time for custodial and maintenance personnel during the summer. All vacation days must be approved by the supervisor prior to using the days. If an emergency arises for which an employee wishes to use vacation days, the employee should notify the supervisor of such intention at the earliest possible opportunity. Normally, vacation days are to be scheduled during the summer months when school is not in session and a substitute is not required. Vacation days are non-accumulative and may not be carried over to the succeeding year. Sick leave cannot be granted during scheduled vacations nor used immediately prior to or following vacations days. All vacations must be used prior to August 15th of each employment year.

**Section 2 - Extended Leave of Absence Without Pay:** An employee may apply to the Board of Education for an extended leave of absence. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A request for leave of absence due to personal illness must be accomplished by written verification and recommendation from the attending physician. All leaves of absence shall be without pay, except for the payment of health insurance benefits as may be required under applicable state or federal laws. During such leave, an employee does not receive credit toward advancement of the salary schedule, and the time is not included in years of service for the purpose of accumulation credit toward retirement unless the absence is one-half year or less.

**Section 3 - Jury Duty:** Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Classified staff will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

**Section 4 - Military and Family Military Leave:** Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take 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, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the employee's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms

## Article III – Absences From Work

of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

**Section 5- Family and Medical Leave Act:** The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12 month period to eligible employees in specified circumstances.

Specific details of this act are available in section 413.03 (Classified staff) of Board Policy

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

**Section 6 – Retirement:** District employees who are over age 21 and employed fifteen (15) or more hours per week must participate in the Public Retirement System of the State of Nebraska. The cost of participation is set by the Legislature and is deducted from the monthly payroll check. The district and the state also make contributions for each eligible employee. Upon termination of employment, an employee may apply to the Retirement Office, PO Box 94816, Lincoln, NE 68509, for return of the employee's contributions made to the Nebraska School Employees Retirement System. However, the employee also may leave the money in his/her account. The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefits. For information, write to: Director, Nebraska Retirement System, PO Box 94816, Lincoln, NE 68509.

**Section 7 - Inclement Weather & School Closings:** Classified employees may be required to work on days that school is closed due to inclement weather. Any employee that is not required to work must get approval from the Superintendent before working any hours. Classified employees may be paid for a day that school is closed by taking a personal or vacation day, if they have one available.

**Section 8 - Breaks --- Meal & Rest:** Classified employees who work a full-day will be required to take a 30-minute meal break per day. It will be the responsibility of the employees' supervisor to make sure that each employee gets a 30-minute meal break. The meal break should be scheduled so as not to disrupt building or departmental functions.

Meal breaks will be compensated if any of the following cannot be avoided:

1. Employees are not relieved of their duties;
2. Employees are not free to leave their posts;
3. Meal break is too short to be useful (less than 30 minutes)

Rest breaks are subject to departmental needs and are not guaranteed to any employee. If rest breaks are approved, the breaks should be no longer than 15 minutes for each half-day worked. Any break that lasts longer than 15 minutes needs to be documented on the Time Clock System. During the school year, employees shall not leave the building for their rest breaks but use in-house staff rooms and facilities, unless they receive permission from the Superintendent. Abuses of breaks will be addressed by the administration or immediate supervisor to individuals or groups affected. If an employee leaves the building, they are to check out appropriately with the office.

## Article IV – Duties and Responsibilities

**Section 1 - Hours of Work, Duties & Meetings:** Regular, dependable attendance at work is an essential function for all employees.

Employees shall attend meetings called by the administration, department heads and team leaders, except those meetings which are designated for optional attendance. Classified employees will clock in for any meetings that are held on non-regular work days.

**Section 2 - Duty Day:** Classified employees' work assignments may or may not be related to 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 work day. Employees may not leave school or their assigned area during duty hours without approval of the administration or supervisor. Employees who leave the school during their designated lunch period must check out with the office. Employees who leave during their work hours for an approved absence must check out with the office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

**Section 4 - Supervision of Students:** Proper supervision of students is an important responsibility for ALL employees.

Contact the Office for Assistance: The administration 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 office 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:* Administration should also be contacted before performing searches of students or their belongings. Employees may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your 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, color, religion, gender, or disability. Students who need special accommodations 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 5 - Managing Student Conduct:** All employees are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch.

**Section 6 - Dispensing Medication:** Employees are not permitted to give any medication to students unless trained under state statute. 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 office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

**Section 7 - Reporting Child Abuse:** Nebraska State Law and school policy mandates school officials to make a report to the

## Article IV – Duties and Responsibilities

proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, 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:

- a) Placed in a situation that endangers his or her life or physical or mental health;
- b) Cruelly confined or cruelly punished;
- c) Deprived of necessary food, clothing, shelter, or care;
- d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- e) Sexually abused; or
- f) 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 their principal or supervisor in the event they become aware of child abuse or neglect.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities. The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report if necessary. The report will include all information required by law.

**Section 8 - Role of Paraprofessionals:** Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Para educator in a supportive role. Paraprofessionals may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher. Paraprofessionals are scheduled and supervised by the building principal(s). Paraprofessionals are to work only on their assigned work days and within their assigned work day. If a teacher requests a Para educator to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval.

**Section 9 - Bus Drivers:** Regular route bus drivers will be paid an hourly rate. Drivers will be responsible for keeping track of their hours on their bus logs. Route hours must be turned in at the end of each month.

Activity drivers will be paid an hourly rate to be determined each year by the Board of Education. Drivers will be paid from the time they start the pre-trip inspection until they put the bus away after the trip, except for overnight trips. For overnight trips, drivers will be paid from the time they start the pre-trip inspection until they bring the students back to the hotel for the night for each day they are on the trip. Activity drivers will be expected to stay at the event and the school will pay for their entry fee. Drivers may choose to stay on the bus during the event, but will need to stay at the location of the event.

Bus drivers living outside of the city limits of Loup City shall be reimbursed for their mileage to the school at the state rate.

Custodians filling in for bus routes will need to clockout of their custodial position and clock back in at the conclusion of the route.

**Section 10 – Cell Phone Use:** Classified Staff shall refrain from using their cell phones for non-work related activities while they are “clocked in”, especially when supervising students. Cell phones during work time should be restricted to emergencies and work specific communication.

Classified Staff are not allowed to use cell phones while operating a school vehicle. If it is necessary to use a cell phone while operating a school vehicle, the staff member must pull over and place the vehicle in park before using their phone.

Any misuse of cell phones while at work or while operating a school vehicle will result in disciplinary action up to, and including, termination of employment.

## Article V – Personal and Professional Conduct

**Section 1 - Ethics Standards:** The Loup City Public Schools expects all its employees to adhere to high ethical standards.

Classified employees must 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:

- 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 race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. 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.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school 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 engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent any known violation of paragraphs B or E above.
- I. 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:

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. 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.
- C. 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 the 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 employee:

- A. 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.
- 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 judgment to be exercised in the course of employment.
- 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 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 professional employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.

## Article V – Personal and Professional Conduct

- 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 job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee 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 classified 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 participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration. Employee performance and/or actions which interfere with the District’s goal to provide a positive and safe educational environment are not tolerated.

New classified employees are evaluated formally at the end of the 60 or 90 day training period. All classified personnel are evaluated at least once a year by the assigned supervisors. Employees needing to improve their performance may be evaluated more frequently. An Employee Performance Review form is used to conduct the annual evaluation. As part of the evaluation process, the supervisor meets with the employee, shares the evaluation, and makes plans for improvement if necessary. The Performance Review form is placed in the employee’s personnel file. If an employee wants to respond to the evaluation, he/she must submit a written response to the supervisor and request that it be attached to the evaluation. If the overall rating of the “Performance Review” is “not satisfactory”, an improvement plan is filed with the evaluation.

**Section 3 - Role Model:** All employees serve as role models for students and their actions and conduct reflect on the school as a whole. All employees are in all respects to conduct themselves in a manner supportive of the mission of the school.

**Section 4 – Relationships:** It is important for employees to maintain an effective working relationship with the administration and co-workers - including teachers and other support staff – as well as students, parents, and district patrons. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

**Section 5 – Attire:** It is important for employees to project a professional, responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative and 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. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that be necessary.

**Section 6 - Outside Employment:** Employees shall not perform other work or duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment.

**Section 7 - Medical Examinations:** Medical examinations are not routinely required of all applicants or employees. However, certain minimum standards of health and physical ability are required of employees in some job categories. If the District requires a physical exam as a condition of employment, the exam will be conducted after an offer of employment has been made, will relate to job performance capabilities, and will be required for all new employees in the same category (Title I of ADA). Cost of these exams will be at District expense.

Special examinations or clinical tests may be necessary to determine employee’s fitness to return to work due to injury or illness. In such cases, the District will select the physician, make arrangements for the examination, and assume responsibility for the expenses. The District may also require reports from employees own health care providers, at the expense of the employees. Since medical office hours are limited to the common work day, a supervisor may excuse an employee, without loss of pay or leave, to go for job-related examinations or tests which cannot be scheduled during the employee’s off-duty hours.

**Section 8 - Professional Boundaries Between Employees and Students:** All employees are expected to observe and

## Article V – Personal and Professional Conduct

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.

## Article VI – Use of School Facilities and Equipment

**Section 1 - Drug-Free Workplace:** The district will implement regulations and practices which will insure compliance with the Federal Drug-Free Schools and Communities Act and with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

*Drugs and Alcohol Prohibited - Standards of Conduct for Employed Staff:* The unlawful manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor in the work place 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 abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and 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

### *Employed Staff*

1. Violation of this policy may result in disciplinary sanctions, including but not limited to, suspension, non-renewal, termination or cancellation of a certificated employee's contract pursuant to Neb. Rev. Stat. § 79-829 R.R.S., the suspension or termination of employment of a non-certificated employee, completion of an appropriate rehabilitation program, referral to law enforcement authorities for prosecution, and filing of a complaint with the Professional Practices Commission.
2. All employees shall be given a copy of the standards of conduct and disciplinary sanctions required, and notified that compliance with the standards of conduct is mandatory.

**Section 2 - Smoke and Tobacco-Free Workplace:** The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles are prohibited.

**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 term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual

## Article VI – Use of School Facilities and Equipment

personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employer who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

**Section 4 - Use of District Computer Network and Internet Acceptable Use:** The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted or devirused.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Accessing the Internet from a School District access point using a nonschool district Internet account.
9. Accessing fee services via district technology without specific permission from the Building Principal.
10. Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.
11. Invading the privacy of individuals.
12. Disrupting the work of others.
13. Posting material authorized or created by another without his/her consent.
14. Impersonation of another user, anonymity and pseudonyms.
15. Sending or accessing encrypted information.
16. Commercial or private advertising or political lobbying.
17. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
18. Using or attempting to use the resources while access privileges are suspended or revoked.

*No Expectation of Privacy:* Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

*No Warranties:* The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of

## Article VI – Use of School Facilities and Equipment

information obtained through its services.

*Indemnification:* The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures. File: 606.06R2

*Security:* Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

*Vandalism:* Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses

*Limited Resource:* Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals

**EMPLOYEE USE OF SOCIAL NETWORKS:** The Superintendent and Administrative Team will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
2. Teachers may not list current students as "friends" on networking sites.
3. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
4. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the principal.
5. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
6. Inappropriate contact via e-mail or phone is prohibited.
7. Inappropriateness of posting items with sexual content
8. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
9. Examples of inappropriate behavior from other districts, as behavior to avoid
10. Monitoring and penalties for improper use of district computers and technology
11. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

All online communication by District employees during the school day, using District resources, or on behalf of the District is subject to District policies. Employees shall maintain a standard of professional responsibility and conducts, realizing their online actions at work and at home represent the District. The network systems administrator may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

### GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS

1. Know and follow District policies and regulations relating to online communications.
2. District employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Remember that what you publish will be public for a long time—protect your privacy.
3. Anonymity or false screen names should only be used in personal, non-work related online communications. Identify yourself, and when relevant, your District, when you discuss professional matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of the District.
4. If you publish content to a website and it has something to do with work you do or subjects associated with your District, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent my

## Article VI – Use of School Facilities and Equipment

- District's positions, policies or practices."
5. Respect copyright, fair use and financial disclosure laws. When you do use material from others, where possible link back to the source.
  6. Never provide confidential or other proprietary information about your District, your students, or your co-workers. Ask permission prior to publishing or reporting on conversations that are meant to be, or might be assumed to be, private or internal to the District and your work.
  7. Be particularly aware of student privacy laws including FERPA.
  8. Don't cite or reference fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the District without their approval.
  9. Always maintain professional standards. Absolutely never use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics and religion.
  10. Find out who else is blogging or publishing on the topic, and cite them.
  11. Be aware of your professional responsibilities with online social networks. When you identify yourself as an educator, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
  12. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
  13. Be thoughtful about everything published online. If you are angry or frustrated, it is best to avoid using online communications.
  14. Be very judicious in disclosing any personal details, as they will be available online for a long time.
  15. Try to add value. Provide worthwhile information and perspective. The District is best represented by its people and what you publish will reflect on your District and your community.
  16. Maintaining the trust of others with whom you communicate is critical. If you have a vested interest in something you are discussing, be the first to point it out. Nothing gains you more notice in the online social media environment than honesty—or dishonesty.
  17. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected Intranet environment should not be used for internal communications among fellow employees. It is fine for fellow employees to disagree, but don't use your external blog or other online social media to air your differences in an inappropriate manner.
  18. When speaking about other districts or teachers at other districts, be careful about identifying them if the remark may be interpreted as being critical of them. You must make sure that what you say is factual and that it does not disparage others.
  19. Avoid arguments. Don't try to settle scores or goad others into inflammatory debates.
  20. There are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to your work or the District, feel free to discuss it with your administrator. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media

**Section 5 - Use of School Facilities --- Security, Keys, Valuables (Money):** Employees and authorized personnel who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees shall never share their security codes or key cards with students. Employees are expected not to copy or possess unauthorized keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When employees leave the building, they are to close all windows, lock interior doors, make sure that the entry door(s) is fully closed and locked, and properly arm the building security alarm system. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage (i.e. outside of regular school hours). Security includes not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment, and as well as the safe practices in the use of electrical, plumbing, and heating equipment. Records and funds shall be kept in a safe place under lock and key.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Access to school buildings and grounds outside of regular school hours is endorsed on an organized basis. School grounds are available to be used as playgrounds for corresponding neighborhoods but supervision is only provided for LCPS students during school hours. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

## Article VI – Use of School Facilities and Equipment

Adequate lighting is provided as one of the best safeguards against illegal entry and vandalism. Employees should be alert to strangers or suspicious activity on the school premises. Employees should not hesitate to ask for the name and business of any person found on the grounds or in the buildings. Questionable persons or activities should be reported to the supervisor or administration immediately. License numbers of unfamiliar cars on or near school grounds should also be reported. This aspect also applies to all employees with regard to any and all school property, whether during the school day, after school, or at night. Strangers or suspicious activity should be reported to the local police.

Employees are provided with a key card that allows them access to the weight room. Employees may use the weight room during off hours and the summer at no charge. It is also requested that employees refrain from using the weight room during scheduled student time. Immediate family members of employees may also use the weight room. Children under the age of 19 must be accompanied by the employee. Students in elementary school may not use the weight room.

For the employee's own protection, no money should ever be left in classrooms. Collection of money for items purchased by students or for school-related aspects will be handled through the administrative offices. Proceeds from sale of concessions and/or fund raisers should be taken directly to the central office or left in the bank night depository in a locked deposit bag. All funds need to be receipted and purchases paid by school check to comply with auditors recommended procedures.

**Section 6 - Care of School Property:** Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the administration or supervisor. If you learn that a student or employee has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the administration or supervisor so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

**Section 7 - Use of Telephone:** To enhance better communication between home and school, as well as internally within the school itself, each classroom is equipped with a phone. The use of the phones are not meant to disrupt instruction, so should be used at only appropriate times (planning time, breaks, noon, between classes, etc.). Personal telephone calls shall not be made during duty time except in the event of an emergency. All personal long distance calls must be made utilizing the employee's personal cell phone or calling card. Please use your own assigned security phone code number. Only long distance calls relating to Loup City Public Schools business should be made unless cleared by the office.

Long Distance calls can only be made from the K-3, 4-6, 7-12, or the Superintendent's offices. Local calls can be made from the classrooms. To make long distance calls within the 308 area code: dial 1-700-xxx-xxxx (Use 700 instead of 308); you will then hear a solid tone. Enter your assigned 3-digit code to complete the connection. For calls outside the 308 area code, dial the number with the proper area code and enter your personal code at the tone.

All faxes will be sent and received through the Elementary office. When you send a FAX, the call is long distance so it will be made on your calling code. The secretary will assist with all faxes.

**Section 8 – Visitors:** Employees are not to have visitors – school property except on a short-term basis and only with permission of the administration. Visitors should follow posted procedures for being on school property.

**Section 9 – Salespersons:** Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the administration. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the administration. Employees shall not use time for which they are on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

**Section 10 - Security of Desks and Lockers:** Offices, desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school, are on property owned by the school, and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

## Article VI – Use of School Facilities and Equipment

The school exercises exclusive control over school property and reserves the right 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. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse, or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

**Section 11 - 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, employee, 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, employee, or other building user and may also be provided to law enforcement agencies.

**Section 12 - Bulletins, Announcements, Displays:** Employees are responsible for keeping current with daily/weekly announcements, bulletin updates, and electronic messages for administrative memos, announcements, and/or changes. Likewise, daily announcements must be submitted to the office by 2 p.m. the previous day.

Bulletin boards, display cases, doors, walls, hallways, windows, lockers, etc. are available for school-related and approved materials to be posted and displayed. All display items posted or materials for distribution in the school must be appropriate for school use, meeting the approval of the administration. The person or organization responsible for displaying or distributing the materials is responsible for cleanup after the event.

**Section 13 - District Website and Social Media:** The district website and other approved social media outlets provide means of discriminating information to the community about school events and classroom activities, and provide an effective line of communication between the community, staff and students. The superintendent's administrative assistant is responsible for implementing the web site regulations and posting materials to be published on the web site. All web s on the web site will conform to this policy and the corresponding regulations.

Individual staff members may be granted rights to post information on the district's social media outlets. Staff members who post to social media should keep in mind the purpose, goals and high academic standards of the district when using social media.

**Section 14 - Copyright and Fair Use Policy:** It is the school's policy to follow the federal copyright law. Employees 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 statue 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.

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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.

**Section 15 - Lost and Found:** Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Section 16 – Safety:**

*Safety Program and Safety Committee:* The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained from the office. The District also has a safety committee to address employee accidents, injuries and work place conditions. Representatives are appointed by the administration to serve on the committee. If you have a desire to serve on the committee, you should contact the administration or your supervisor. Employees can make suggestions and/or report concerns to the safety committee or the administration.

*Safety Practices:* Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Keep your work area/room clean and pick up clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete an accident report.
9. Wear seatbelts when in school vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. 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 office.
11. Do not engage in “horse play.” Such conduct is a common cause of injuries and is not consistent with job duties.

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

*Use of Personal Vehicles:* Employees who drive school vehicles must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

*Accidents:* Every accident which results in a personal injury must be reported to the office immediately. In the event the injury involves a student, the employee 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.

*Workers Compensation:* Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

*District Crisis Team:* Loup City Public Schools has a team of faculty and administrators organized should a crisis issue arise for the District (i.e. death of a student, death of a teacher, disaster, etc.). School operational guidelines and procedures have been developed and will be monitored by this committee. The committee is headed by the High School Guidance Counselor. Should a faculty member learn of a situation that may require the attention of the crisis team, they should alert the administration or the High School Guidance Counselor. Other faculty will be notified as conditions develop. Every teacher should be knowledgeable of the proper emergency procedures and instruct their students of such procedures, and have the District's “Emergency Procedures Guide” flip chart accessible for immediate reference.

## Article VI – Use of School Facilities and Equipment

*District Exposure Control Plan:* To safeguard the health and well-being of District employees and promote a safe work environment, the Loup City Public Schools has developed this “Exposure Control Plan” to reduce exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens to which employees may be exposed in their workplace. Copies of the Exposure Control Plan are kept in the office of the Superintendent, 7-12 Principal’s Office, and the Nurse’s Office.

The employees of the Loup City Public Schools have the most important role in the blood borne pathogens compliance program, for the ultimate execution of much of the Exposure Control Plan rests in their hands. In this role the employees function as follows:

1. Know what tasks they perform that have occupational exposure.
2. Attend the blood borne pathogens training sessions applicable to their exposure/risk level.
3. Plan and conduct all activities in accordance with established work practice controls.
4. Develop and practice good personal hygiene habits.
5. Read the school’s Exposure Control Plan and training handbooks (may be obtained from the administration or school nurse).

### *Personal Protective Equipment (PPE) Locations*

<u>Types of PPE</u>	<u>Location(s)</u>
Disposable Gloves	Nurse’s Office, School Offices Custodial Offices Teacher Work Areas
Pocket/CPR Mask	Nurse’s Office School Offices
Gloves, CPR Mask & Sponges Utility Gloves/Dustpan & Broom	Elementary Buildings’ Fanny Packs Custodian’s Office

*Emergency Protocol:* The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systematic allergic reactions (“anaphylaxis”). To this end, the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol (“Emergency Protocol”) as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

*Emergency Protocol –Students:* The administration adopts the Emergency Protocol set forth in Nebraska Department of 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 7:50 a.m. and ending at 3:50 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 in 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.

*Employee Indemnification for Emergency Protocol:* The Board understands that employees may be reluctant to undertake the task of administering the Emergency Protocol due to the potential threat of personal liability. Accordingly, it shall be the policy of this District to indemnify and hold harmless those employees who take actions in accordance with and pursuant to the Emergency Protocol. This indemnification shall be secondary to and not replace any insurance coverage applicable to any claim against the employee. To receive such indemnification, the Board of Education shall by majority vote of a quorum of the Board determine that the employee had completed the training to administer the Emergency Protocol, did not intentionally fail to follow

## Article VI – Use of School Facilities and Equipment

the Emergency Protocol or was not grossly negligent in the administration of the Emergency Protocol, and acted in good faith and in a manner which the employee reasonably believed to be in or not opposed to the best interests of the school district.

**Section 17 - Asbestos Notification:** The Loup City Public Schools is in compliance with all health laws and the Environment Protection Agency (EPA) in regard to asbestos in our school buildings. Asbestos has been identified in the following areas:

Primary Building: Vinyl floor tile and flue insulation on boiler

Original Middle School Structure: Vinyl floor tile

None of the above asbestos materials pose an immediate health problem to employees or students. The school will continue to periodically inspect and monitor these areas. Our Asbestos Management Plan is available for review at all buildings and the Office of the Superintendent, 800 North 8th Street, Loup City.

**Section 18 – Use of School Vehicles:** Whether the teacher is using the vehicle for student activity or business trips, the following procedures shall be followed:

*Reservations:* Teachers are required to fill out the transportation request form and submit it to the appropriate office at least five days before the scheduled trip. Teachers may request certain vehicles for their business trips, but are not guaranteed their first preference.

1. Practice Transportation will be arranged by the Athletic Director and Transportation Director.
2. Activities Director and Athletic Director will schedule transportation for events and meetings with the Transportation Director, including leave times from school.
3. Field trips, professional development trainings, meeting trips, and all other transportation shall be requested through the appropriate principal's office and will be arranged by the Principal and Transportation Director.

*Business Trips:* The Transportation Director will provide the keys to the teacher through the Principal's Office. Only one vehicle will be sent to any particular meeting or training, unless the number of staff members attending necessitates another vehicle. Any staff that does not go with the assigned vehicles must take their own and will not be reimbursed for their travel.

*Date of the trip:* No matter the reason for the trip, the following procedures will be expected of all staff members using school vehicles:

1. Conduct a pre-trip inspection based on the list provided in each vehicle.
2. Write down the date, starting mileage, destination, and any issues noted in the pre-trip inspection on the vehicle log.
3. Upon return, write down the ending mileage, total mileage for the trip, and any other issues noted during the trip on the vehicle log.
4. Make sure that all garbage is picked up and the vehicle is clean before returning the keys.
5. Upon return, make sure that the vehicle is parked in the appropriate labeled spot.
6. If the vehicle has less than ½ tank of gas, staff shall fill the tank before turning in the keys. Any time gas is added to the vehicle, write down the amount of gas added and the total cost on the vehicle form. The receipt for the gas shall also be left in the binder provided in each vehicle.

## Article VIII – State and Federal Programs

**Section 1 - Notice of Nondiscrimination:** It is the policy of Loup City Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its education program, activities or employment policies and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Angela Simpson  
 Superintendent  
 800 N 8th Street  
 Loup City, NE 68853  
 308-745-0120  
 angela.simpson@lcpublic.org

Complaints or concerns involving discrimination or needs for accommodations or access should be addressed to the above named employee. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

Office for Civil Rights  
 601 East 12th Street, Room 353  
 Kansas City, MO 64106  
 1-800-368-1019 (phone)  
 1-816-426-3686 (fax)  
 1-800-537-7697 (telecommunications device for the deaf)  
 ocr.kansascity@ed.gov

**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: Loup City Public Schools, 800 N. 8th St, PO Box 628, Loup City, NE 68853-0628, (308) 745-0120.

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	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 - Anti-discrimination & Harassment Policy**

*Elimination of Discrimination:* The Loup City 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*

*Purpose:* Loup City Public Schools is committed to offering employment and educational opportunity 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, the Loup City 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, gender, marital status,

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disability, religion or age 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, religion, disability or national origin 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.

An individual who believes he/she has been abused shall notify Angela Simpson, the designated investigator. The alternate investigator is Roger Reikfoski. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further

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investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

1. The name, age, addresses and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
  - a. Unfounded. (It is not likely that an incident, as defined in district rules, took place), or
  - b. Founded. (It is likely that an incident took place.)
8. The applicability of exceptions to the investigated incident, or reason for the contact or force used.
9. A statement that, in the investigator's opinion, any physical contact that occurred was:
  - a. Appropriate. (Actions not requiring any disciplinary process), or
  - b. Inappropriate. (Actions invoking a disciplinary process as defined in district rules).
10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
11. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
  - a. Contacting law enforcement officials.
  - b. Contacting private counsel for the purpose of filing a civil suit or complaint.
  - c. Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services.

Information of unfounded abuse shall not be put in the employee's personnel file.

**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 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

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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 thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. 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 ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

**Section 5 - 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 and effectively provide the function or service for which they are responsible.

Contractors, consultants, and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health, and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## Article VIII – State and Federal Programs

*NOTICE CONCERNING DIRECTORY INFORMATION:* The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

A form for students to participate in school public relations activities has been added to the last section of this handbook, as well as information related to the disclosure of student information as it pertains to the Nebraska School Activities Association (NSAA) in conjunction with the Loup City Public Schools as a member school of the NSAA.

Student Directory information will be released to the Loup City Booster Organization for the purpose of committee assignments, unless notified in writing.

*ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION:* The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. 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 designates such student work as directory information and 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 Sherman County Sheriff 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 6 - Disclosure of Student Information to Military Recruiters and Colleges:** The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school 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 consent. Employees are expected to follow these requirements.

**Section 7 - Disclosure of Staff Qualifications:** The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the paraprofessional has met qualifications required and which of the qualifications they have not.

**Section 8 - Student Privacy Protection:** The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental or psychological problems of the student or the student's parent;
  - c. Sex behavior or attitudes;

## Article VIII – State and Federal Programs

- d. Illegal, anti-social, self-incriminating or demeaning behavior;
  - e. Critical appraisals of other individuals with whom the student has close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the students or the student's parent;
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
  4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

**Section 9 - Parental Involvement:** It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year.

Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement.

*Title I Parental Involvement:* The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring – (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

**Section 10 - Homeless Students:** The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be

## Article VIII – State and Federal Programs

contacted for questions relating to a homeless student.

**Section 11 - Breakfast and Lunch Programs:** The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

USDA, Director  
Office of Civil Rights'  
Room 326-W, Whitten Building  
1400 Independence Ave, SW  
Washington, DC 20250-9410

Or call (202) 720-5964 (voice and TDD)  
USDA is an equal opportunity provider and employer.

**Section 12 - Confidentiality of Protected Health Information:** It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Appendix A – Classified Staff Evaluation Form

LOUP CITY SCHOOL DISTRICT  
CLASSIFIED STAFF EVALUATION

Name:		Position				
Supervisor:		Date:				
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Quality of Work: Accuracy, acceptability, and thoroughness of work.						
Quantity of Work: Volume of work; ability to plan and organize workload; meeting work schedule expectations.						
Job Knowledge: Degree of knowledge; operations/care of equipment/materials.						
Attendance, Punctuality, and Dependability						
Communication Skills; Oral or written; with co-workers/supervisors/ subordinates; with public.						
Interpersonal Skills/Teamwork						
Personal Characteristics: Initiative, attitude, adaptability, flexibility.						
Adherence to Loup City Public School Policies.						
Knowledge and Practice of Safety Rules						
Personal and Professional Growth						
<b>Comments:</b>						
<b>Supervisor's Recommendation for Next Year:</b>						
_____ Do not retain			_____ Retain; <i>no</i> additional step; improvement plan (attach plan to evaluation form).			
_____ Retain: <i>no</i> additional step on salary			_____ Retain: <i>with</i> additional step on salary			
<i>The signature below indicates that this employee review has been given to the listed employee. Signing this form does not indicate agreement with this review. Employees must sign within 7 days of receiving this review. Employees have 14 days to include a response to this review in their file.</i>						
Employee Signature:			Date:			
Supervisor Signature:			Date:			

## Appendix A – Classified Staff Evaluation Form

<b>Job Standard</b>	<b>1 – Unsatisfactory</b>	<b>2 – Basic</b>	<b>3 – Proficient</b>	<b>4 – Distinguished</b>
Quality of Work	Quality of work is poor; errors are not corrected; does not fully complete duties	Quality of work is satisfactory, but to the lowest standards; errors are corrected after they are noticed by supervisor; completes duties, but to the lowest degree.	Quality of work is above satisfactory; errors are self-corrected; completes duties thoroughly and completely.	Quality of work is exemplary; few errors are made, but are always immediately corrected; completes duties above and beyond expectations.
Quantity of Work	Does not meet deadlines or schedule expectations; daily work load is lighter than job requirements expect; unable to prioritize work assignments	Usually meets deadlines and schedule expectations; daily work load is generally in line with job requirements; able to prioritize work assignments with some mistakes	Meets deadlines and schedule expectations regularly; daily work load is always in line with job requirements; able to prioritize work assignments with no mistakes	Completes tasks ahead of deadlines and schedule expectations; daily work load is above job requirement expectations, without causing problems with quality of work; priorities work assignments seamlessly.
Job Knowledge	Demonstrates insufficient or no job knowledge of key responsibilities; Does not follow or ignores recommended care and use of equipment; wastes supplies	Demonstrates job knowledge of key responsibilities; follows recommended care and use of equipment; uses supplies appropriately	Demonstrates thorough job knowledge of key responsibilities and shows organizational job knowledge beyond responsibilities; provides for additional care of equipment beyond recommended care and use of equipment; uses supplies appropriately	Demonstrates and shares thorough job knowledge of key responsibilities and organizational job knowledge beyond responsibilities; follows recommended care and use of equipment, share knowledge of equipment, and repairs equipment; plans for the appropriate use of supplies.
Attendance, Punctuality, and Dependability	Frequently arrives to work late or leaves early; fails to notify supervisor of tardiness or absence; regularly does not adhere to regular work schedule	Arrives to work on time; informs supervisor of absence, but not in a timely manner; occasionally does not adhere to regular work schedule	Prepared to start work on time; informs supervisor of absence in a timely manner; adheres strictly to regular work schedule.	Adjusts schedule based on organizational needs; makes arrangements for coverage during scheduled absences and informs supervisor in timely manner; strictly adheres to regular work schedule.
Communication Skills	Communicates in a manner that is neither tactful nor positive; does not seek help or clarity in performing job duties as needed; does not respond in a timely manner; complaints have been received from other stakeholders	Communicates in a manner that is neither negative nor positive, but is respectful; occasionally seeks help or clarity in performing job duties as needed; responds to most requests in a timely manner;	Communicates in a positive and helpful manner; regularly seeks help or clarity in performing job duties as needed; responds to all request in a timely manner.	Communicates in a positive, helpful, and professional manner; seeks help and clarity in performing job duties and constantly initiates helpful suggestions; is proactive in most situations and responds in a timely manner
Interpersonal Skills/Teamwork	Unsuccessful in interpersonal situations; interactions are mostly negative with other workers; works alone; makes critical, demeaning, or condescending remarks	Shows limited interpersonal skills; interactions range from positive to negative; cooperates with others when required; does not make negative nor positive comments to or	Shows good interpersonal skills; interactions are mostly positive with other workers; works well with others; makes only positive and helpful comments to or about	Shows great interpersonal skills; interactions are always positive with other workers; works well with others and seeks out opportunities to work together; makes only

## Appendix A – Classified Staff Evaluation Form

	to or about coworkers.	about coworkers.	coworkers.	positive and helpful comments to or about coworkers.
Personal Characteristics	Lacks energy for the job; unable to adapt to change in workplace; fails to accept responsibilities; requires constant guidance or regular feedback to complete job requirements.	Approaches their job with satisfactory energy; complains about changes in the workplace; takes time to adjust to responsibilities; requires some feedback but minimal guidance to complete job requirements.	Approaches their job energetically and positively; recognizes and adapts to changes in the workplace; accepts and adjusts well to responsibilities; takes the initiative to complete job requirements	Approaches their job with passion and suggests ideas for improvement; recognizes, recommends, and adapts to change; takes initiative for responsibilities; recognizes and meets demands and deadlines.
Adherence to Loup City Policies	Unaware of, or consistently chooses to ignore, school policies; does not complete required forms; accumulates excessive overtime; does not follow the chain of command	Is aware of school policies and follows them with guidance; asks questions when necessary to understand; fills out required forms; accumulates some overtime hours; usually follows the chain of command	Is aware and knowledgeable of school policies and follows them as written; seeks out clarification and interprets policies on their own; fills out required forms; accumulates little to no overtime; always follows the chain of command	Is aware and knowledgeable of school policies and follows them as written; other workers seek them out to help interpret or understand policies; fills out required forms in a timely manner; accumulates no overtime; always follows chain of command and helps others follow the appropriate process.
Knowledge and Practice of Safety Rules	In unaware of basic safety rules and procedures and fails to comply with these rules; does not follow departmental expectations of safety (including safety rules for students)	Is aware of basic safety rules and follows them with some guidance; usually follows departmental expectations of safety (including safety rules for students).	Is aware and knowledgeable of safety rules and follows them as written; follows departmental expectations of safety (including safety rules for students).	Is aware and knowledgeable of safety rules and follows them as written; other workers seek them out to help understand or clarify safety rules; follows departmental expectations of safety and provides input to other workers on student safety.
Personal and Professional Growth	Does not engage in opportunities for professional or personal growth and development.	Engages in opportunities for professional or personal growth that are provided by the district.	Seeks out and engages in opportunities for professional or personal growth whenever possible; participates in professional organizations.	Seeks out and engages in opportunities for professional and personal growth; develops and communicates a professional growth plan; participates in professional organizations.

## Appendix B – Classified Staff Pay Schedule

<b>Classified Employee Pay Schedule</b>						
<b>Minimum Wage</b>	\$9.00					Step 1 \$9.36
<b>Base</b>	\$9.36		<b>Hiring Range</b>			Step 2 \$9.50
	<b>Benefit Classification</b>	<b>Beginning step</b>	<b>Last step</b>			Step 3 \$9.64
<b>Custodians</b>						Step 4 \$9.79
Maintenance/Transportation Director	12 Month	Step 35	Step 45			Step 5 \$9.93
Regular Custodian	12 Month	Step 8	Step 18			Step 6 \$10.08
						Step 7 \$10.23
<b>Food Service</b>						Step 8 \$10.39
Food service Manager	9 Month	Step 35	Step 45			Step 9 \$10.54
Regular Food Service	9 Month	Step 8	Step 18			Step 10 \$10.70
						Step 11 \$10.86
<b>Bus Drivers</b>						Step 12 \$11.03
Regular Route Driver	None	Step 67	Step 77			Step 13 \$11.19
Activities Driver	None	Step 8	Step 8			Step 14 \$11.36
						Step 15 \$11.53
<b>Secretaries</b>						Step 16 \$11.70
Business Manager	12 Month	Step 35	Step 45			Step 17 \$11.88
Secretary	12 Month	Step 8	Step 18			Step 18 \$12.06
Business Manager w/ Bachelors	12 Month	Step 42	Step 52			Step 19 \$12.24
						Step 20 \$12.42
<b>Paraprofessionals</b>						Step 21 \$12.61
Regular Ed. Para	9 Month	Step 8	Step 18			Step 22 \$12.80
Teaching degree Para	9 Month	Step 15	Step 25			Step 23 \$12.99
						Step 24 \$13.18
<b>Specialists</b>						Step 25 \$13.38
Technology Coordinator	12 Month	Step 26	Step 36			Step 26 \$13.58
Tech Coordinator - Teaching Degree	Teacher	Compensation per Negotiated Agreement				Step 27 \$13.78
School Nurse	9 Month	Step 54	Step 64			Step 28 \$13.99
School Nurse w/ Bachelors	9 Month w/ Teacher Ins.	Step 61	Step 71			Step 29 \$14.20
						Step 30 \$14.41
<b>Other</b>						Step 31 \$14.63
Summer help	Start on Base. each year after that =.50 raise/yr. No benefits, seasonal help					Step 32 \$14.85
Substitutes	First step in appropriate category above; No benefits					Step 33 \$15.07
						Step 34 \$15.30
						Step 35 \$15.53
						Step 36 \$15.76
						Step 37 \$16.00
<b>Benefit Classification</b>						Step 38 \$16.24
9 Month	Health/Dental Insurance: Single Health (\$900 Deduct.)/Single Dental (80AB/50C) Paid Vacation: None Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.					Step 39 \$16.48
						Step 40 \$16.73
						Step 41 \$16.98
12 Month	Health/Dental Insurance: Single Health (\$900 Deduct.)/Single Dental (80AB/50C) Paid Vacation: 0-1 years=5 days; 2-5 years=10 days; 6-10 years=12 days;11+ years=15 days Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day, July 4th Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.					Step 42 \$17.23
						Step 43 \$17.49
						Step 44 \$17.75
						Step 45 \$18.02
						Step 46 \$18.29
						Step 47 \$18.57
						Step 48 \$18.84
						Step 49 \$19.13
						Step 50 \$19.41
						Step 51 \$19.71
						Step 52 \$20.00
						Step 53 \$20.30
						Step 54 \$20.61
Bereavement Leave	May be taken out of unspecified or accumulated sick leave; determination for number of days will be made by the superintendent on a case by case basis.					Step 54 \$20.91
						Step 56 \$21.23
						Step 57 \$21.55
Compensation	Compensation for non-teaching employees will be established by the Board of Education. Changes in compensation will normally be decided in April or May and will become effective August 15 (reflective in Sept. paycheck).					Step 58 \$21.87
						Step 59 \$22.20
						Step 60 \$22.53
						Step 61 \$22.87
Retirement	All non-teaching employees working 20 or more hours per week on a regular, ongoing basis are required by law to belong and contribute to the Nebraska Public Employees Retirement System.					Step 62 \$23.21
						Step 63 \$23.56
						Step 64 \$23.91
						Step 65 \$24.27
Placement on Schedule	Placement within hiring range is determined by administration and based on experience, skill level, etc. Hired at step and stay there unless exceptional overall rating on evaluation					Step 66 \$24.64
						Step 67 \$25.01
						Step 68 \$25.38
Pay Increases	Base is increased by CPI (Consumer Price Index) factor or 2%, whichever is lowest, each year. Use <a href="http://www.bls.gov/cpi/">http://www.bls.gov/cpi/</a> to get increase rate.					Step 69 \$25.76
						Step 70 \$26.15
						Step 71 \$26.54
						Step 72 \$26.94
Movement	Movement to the next step will be determined by yearly evaluation. Supervisors will suggest 0-1 step movement to superintendent. Superintendent will make final recommendation to the board.					Step 73 \$27.34
						Step 74 \$27.75
						Step 75 \$28.17
Compensation Package	The total compensation package percentage shall not be larger than the negotiated agreement with the certified staff for that year.					Step 76 \$28.59
						Step 77 \$29.02
						Step 78 \$29.46
						Step 79 \$29.90
						Step 80 \$30.35

# Receipt

## 2019-2020 Classified Staff Handbook

### Loup City Public Schools

This signed receipt acknowledges receipt of the 2019-2020 Classified Staff Handbook of Loup City Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and 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.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to:  
Superintendent  
Loup City Public Schools

**Deadline:** Wednesday, August 15, 2018

Items to be sold at public sale on August 3<sup>rd</sup> from 8am -12pm

Student Desks  
Student Chairs  
Teacher Desks  
Teacher Chairs  
Activity Tables  
Books  
Various Family Consumer Science kitchen supplies  
Library Chairs  
Overhead projectors  
Projectors  
Computer carts

Items to be sold by closed bid to open on July 17<sup>th</sup> in the Sherman County Times and to be open through August 2<sup>nd</sup>.

Blue Bird Bus  
Minivan

Items to be sold at public sale on August 3<sup>rd</sup> from 8am -12pm

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Blue Bird Bus  
Minivan



# INDUSTRIAL MAID

351 S 12th Rd, Cortland, Ne 68331  
TF-877-624-3247 Fax 402-798-7117  
www.industrial-maid.com

# QUOTE

**Contact:** Tony Kapustka

**Phone:** 308.520.0552

**Fax:** na

**e-mail:** anthony.kapustka@lcpublic....

Loup City Public schools  
Anthony Kapustka  
800 N 8th Street  
Loup City, NE 68853

Quote #	LR	Terms:	Project Title:	IM Rep	Date
106724	1	Net 30 w/ CA	T Series air cl...	JZ	5/29/2019

Description	Sell Price	Qty	Total
<b>Weld Shop:</b> Model T3000 Industrial Air Cleaner-3000 CFM, 14 ga frame, 3/16" black matte polyethylene panels, 3/4 hp 115/1/60 2 speed motor, direct drive blower, 4-way exhaust louvre, on/off switch & 12 ft. cord. Includes: (2) Pleated Prefilters (2) 95% Bag filters, 64 sf ea. Units to include eyebolts for hanging and filter service gauge	1,599.00	2	3,198.00
<b>Wood Shop:</b> Model T3000 Industrial Air Cleaner-3000 CFM, 14 ga frame, 3/16" black matte polyethylene panels, 3/4 hp 115/1/60 2 speed motor, direct drive blower, 4-way exhaust louvre, on/off switch & 12 ft. cord. Includes: (2) Pleated Prefilters (2) 95% Bag filters, 64 sf ea. Units to include eyebolts for hanging, TEAO motors (for wood dust application) & filter service gauge	1,899.00	2	3,798.00
<b>Replacement filters:</b> 4" pleats - FP44 - 2424 - \$ 10.80 each std pkg is six Merv 15 bags - FB98 - 2424 - \$ 58.97 each			
2 wk delivery - Install, freight & taxes not included. Quote valid for 90 days. 3 yr warranty-parts	<b>Subtotal</b>		\$6,996.00
	<b>Sales Tax (0.0%)</b>		\$0.00
	<b>Total</b>		<b>\$6,996.00</b>

Signature \_\_\_\_\_

## INDUSTRIAL AIR CLEANERS T-SERIES

**APPLICATIONS:**  
 Welding Smoke/Fumes  
 Oil Mist  
 Diesel Smoke  
 Grinding Dust  
 Wood Dust  
 Composite Dust  
 Other Nuisance Dust  
 Vapors



T7500 with filter saver pads



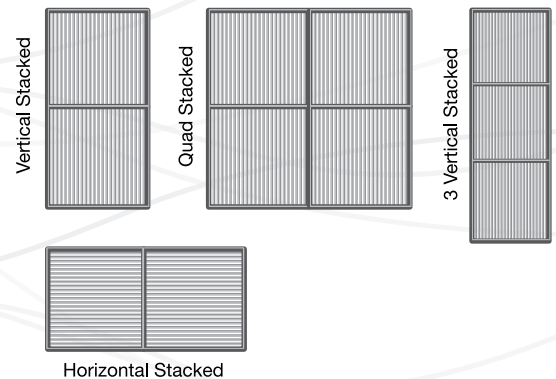
T3000

### BREATHE EASY WITH PRACTICAL, ENERGY-EFFICIENT AIR FILTRATION SOLUTIONS FROM INDUSTRIAL MAID

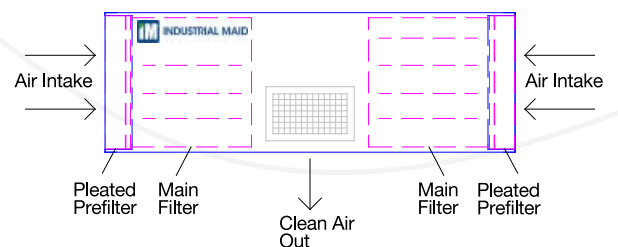
The T-Series Industrial Air Purifiers are designed for fume extraction, welding smoke collection, industrial dust extraction, oil mist filtration and the capture of most airborne nuisance dusts, mist and vapors. These simple effective units have a two stage filtration system; Merv 7 pre-filters and Merv 15 multi-pocket main bag filters. Additional pre-filter options include filter saver pads, spark baffles and a variety of other filter media designed to match the size and type of dust particles.

The interior frame is a rugged powder coated 14 ga. steel. The cabinet shell can be a powder coated steel or an environmentally friendly 3/16" black matte recycled polyethylene plastic.

#### Available Configurations



#### T-Style Arrangement



# INDUSTRIAL AIR CLEANERS T-SERIES

## FEATURES & BENEFITS

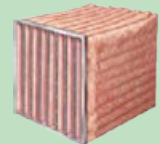
### T-SERIES:

Features	Benefits
Polyethylene Cabinet Shell	Lightweight/Non-Corrosive
Disposable Filters	Low Cost of Ownership
Simple Installation	Low Installation Cost
T-Shaped Design	Effective Air Patterns
4-Way Adjustable Louvers	Airflow Pattern Control
Multiple Filter Configurations	Efficiency to Fit Application
Filter Saver Poly Pads (Optional)	Saves on Filter Costs
Filter Service Gauge	Indicates Service Interval

## STANDARD FILTERS



Pleated Panel Filter



Extended Surface Pocket Filter

## SPECIFICATIONS

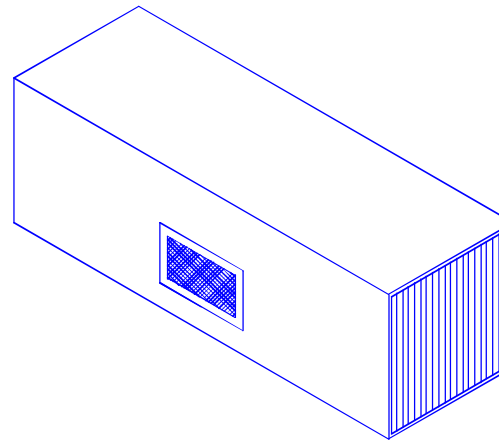
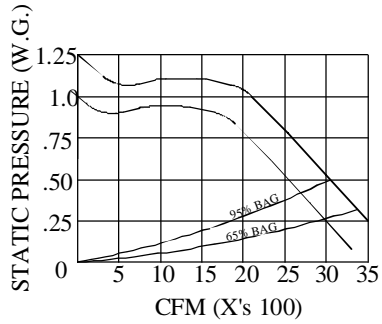
Model	Motor	Volume (CFM)	Dimensions	Weight	Blower	Filters
2000-C	1/2 HP PSC 115/1/60	2,000	25"H x 48.5"L x 25"D	139 lbs.	10 x 10 Direct Drive	(1) Merv 7, 4" Pleat (1) Merv 15 Bag* (1) Carbon
2500	3/4 HP PSC 115/1/60	2,500	27"H x 66"L x 28"D	170 lbs.	10 x 10 Direct Drive	(1) 2" Poly Pad (1) Merv 7, 4" Pleat (1) Merv 15 Bag*
T3000	3/4 HP PSC 115/1/60	3,000	25"H x 72"L x 25"D	170 lbs.	10 x 10 Direct Drive	(2) Merv 7, 4" Pleat (2) Merv 15 Bags*
T3500	2 HP TEFC 230/460/3/60	3,500	25"H x 72"L x 25"D	190 lbs.	10 x 10 Belt Drive	(2) Merv 7, 4" Pleat (2) Merv 15 Bags*
T4500	3 HP TEFC 230/460/3/60	4,500	25"H x 72"L x 25"D	200 lbs.	10 x 10 Belt Drive	(2) Merv 7, 4" Pleat (2) Merv 15 Bags*
T6000	5 HP TEFC 230/460/3/60	6,000	50"H x 82"L x 25"D	395 lbs.	12 x 12 Belt Drive	(4) Merv 7, 4" Pleat (4) Merv 15 Bags*
T7500	5 HP TEFC 230/460/3/60	7,500	50"H x 82"L x 50"D	680 lbs.	12 x 12 Belt Drive	(8) Merv 7, 4" Pleat (8) Merv 15 Bags*

\*Efficiencies based on ASHRAE Test Methods



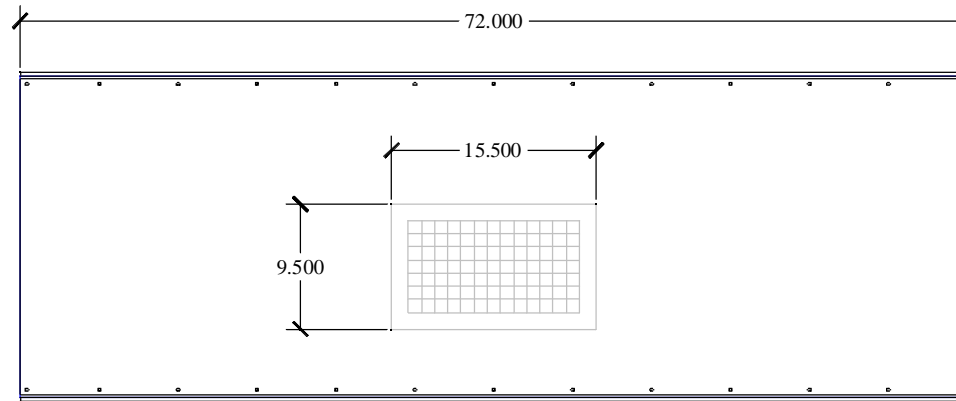
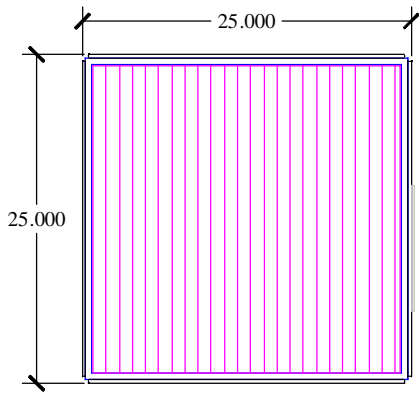
351 S 12th Road, Cortland, NE 68331  
(877) 624-3247 [www.industrial-maid.com](http://www.industrial-maid.com)

Distributed by:



**SPECIFICATIONS:**

- DIMENSIONS:** 25"H X 72" W X 25" D
- MOTOR:** 3/4 HP, 115/1/60 2 speed, 9.1 FLA  
3/4 HP, 208-230/1/60 2 speed, 2.0-4.0 FLA
- CFM:** HIGH - 3,000 CFM @ .6" W.G.  
LOW - 2600 CFM @ 0.4" W.G.
- CONSTRUCTION:** 12 & 14 GA POWDER COATED STEEL FRAME.  
3/16 POLYETHYLENE PANELS. FULL CARBON STEEL CONSTRUCTION AVAILABLE.  
4-WAY ALUMINUM EXHAUST GRILLE
- ELECTRICAL:** 12 FT 14/3 POWER CORD & 2 SPEED SWITCH
- BLOWER:** 10 X 10 FORWARD CURVED BLOWER DIRECT DRIVE
- FILTERS:** (2) 4" PLEATED PREFILTERS, 22.3 SF EA.  
(2) 95% BAG FILTER, 80 SF EACH  
(2) 65% BAG FILTER, 80 SF EA (OPT.)
- OPTIONS:** EYEBOLTS (INSTALLED)  
SILENCER  
MAGNAHELIC PRESSURE GAUGE  
2" CARBON TRAY (OPT.)
- WEIGHT:** 170 LBS.
- NOISE:** HIGH - 63.4 dBA  
LOW - 59 dBA



**INDUSTRIAL MAID**  
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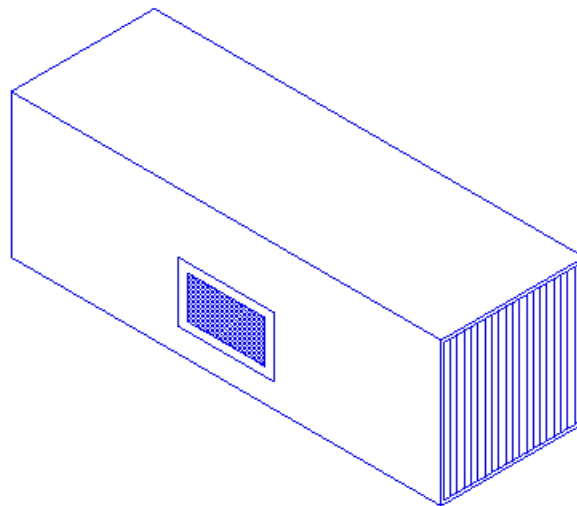


**INDUSTRIAL MAID**

# **OWNERS MANUAL**

FOR

**AZTech Model 3000  
INDUSTRIAL AIR CLEANER**



## **CONTENTS:**

<b>SAFETY/INSPECTION.....</b>	<b>2</b>
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## **SAFETY**

### **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE INSTALLING, OPERATING OR SERVICING YOUR AIR CLEANER.**

Follow all building and safety codes when installing this equipment. Pertaining but not limited to, the Occupational Safety and Health Act (OSHA), National Electric Code (NEC), Uniform Building Code (UBC), National Fire Prevention Act (NFPA) & all state and local codes.

All electrical connections should be performed by a qualified electrician.

Keep Flammable Objects away from the air cleaner and under no condition should a burning object be allowed into the air cleaning system.

Take proper caution in placing units in buildings with radiant heaters installed. Follow the radiant heater manufacturer's guidelines for clearance to combustibles.

Do not mix materials collected in your Air Cleaner. Materials collected could create a hazardous environment or a condition of operation for which the equipment was not intended. The Manufacturer is relieved of any liability if this unit is not used according to this manual.

Do not use the Air Cleaner for an application other than for which it was intended. Consult your distributor, Applicable Codes or call Industrial Maid for application assistance.

Fire protection is not included. Please consult your local fire protection specialist for any required extinguishing equipment.

Consult with your insurance underwriter about any other protection from fire damages.

The Manufacturer reserves the right to make design changes which may improve the air cleaner.

This unit is intended for use to collect ambient smoke, airborne pollutants and fume in industrial and manufacturing Facilities . Do not use for the collection of flammable or explosive metals, dusts, fumes or other potentially hazardous materials.

## **INSPECTION**

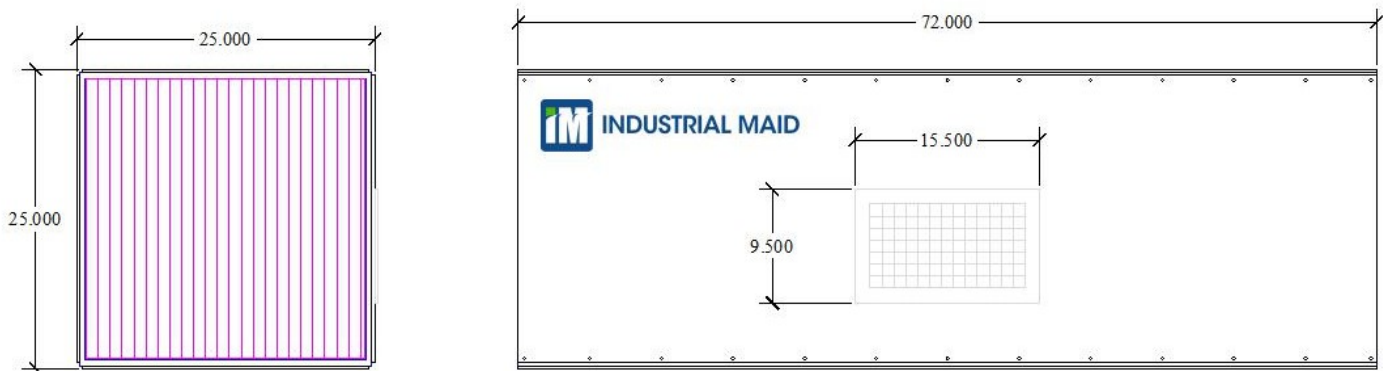
Upon receiving your Industrial Maid air cleaner, please inspect for any damage incurred during shipment. Inspect carefully, some damage may not be noticeable until the unit is installed. Notify your shipper of any damage immediately. Claims must be filed with the shipper within 15 days. Freight damage claims are the responsibility of the purchaser.

## SPECIFICATIONS

Industrial Maid Model AZTech 3000

Cabinet	14 ga powder coated steel frame. 3/16 polyethylene panels(14 ga steel panels, optional)		
Size	25”H x 72”L x 25”D		
Weight	170 lbs.		
Electrical	115 /1/60	9.1 amps high	12 ft., 14/3 power cord
	230/1/60	4.0 amps high	Wired to Jct. Box
Air Volume	3,000 CFM - High 2,500 CFM - Low (115V only)		
Motor	3/4 HP PSC Type, Overload Protected, 3 speed		
Blower	10 x 10 Direct Drive DWDI Forward Curve		
Exhaust	Four Way adjustable louver		
Filters(2 ea.)	Prefilter - (2) 4” Pleats, 22.3 SF each Main Filter – (2) 24 x 24 x 21, Merv 15 8 Pocket Fiberglass Bags		
Warranty	3 year limited warranty		

Figure 1.



## INSTALLATION

The system's weight must be taken into account when choosing the proper installation method (see specification). Follow all applicable building and electrical codes.

There are two main ways of installing your Model 3000 air cleaner, Chain Hanging (eye bolts factory installed as option), or angle braces. Figure 2 illustrates these methods.

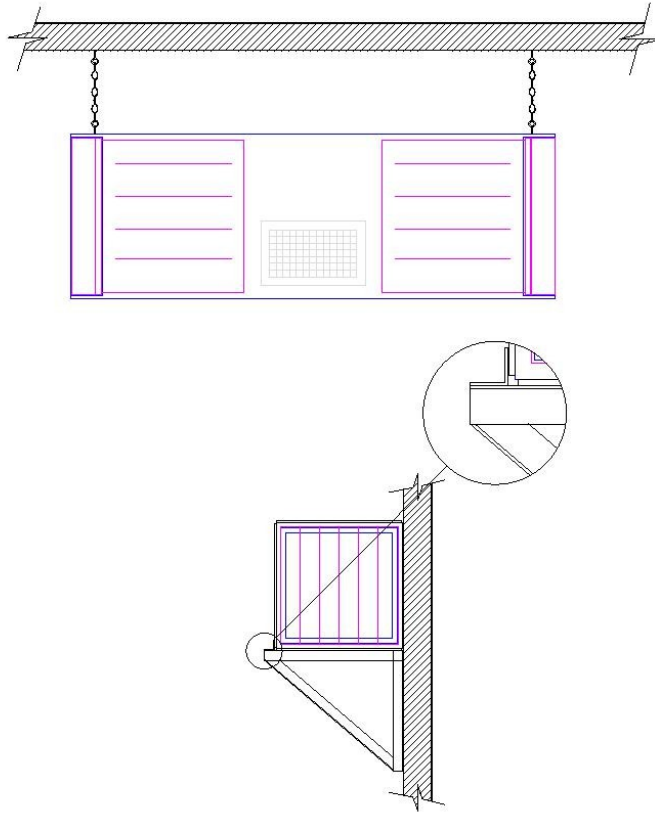


Figure 2

Mounting materials must be able to support the weight of the air cleaner plus the additional weight of the material collected. Consult your local building code for proper installation methods and materials. Failure to use the proper materials could result in injury or damage equipment and will void the warranty.

## T3000 REPLACEMENT PARTS

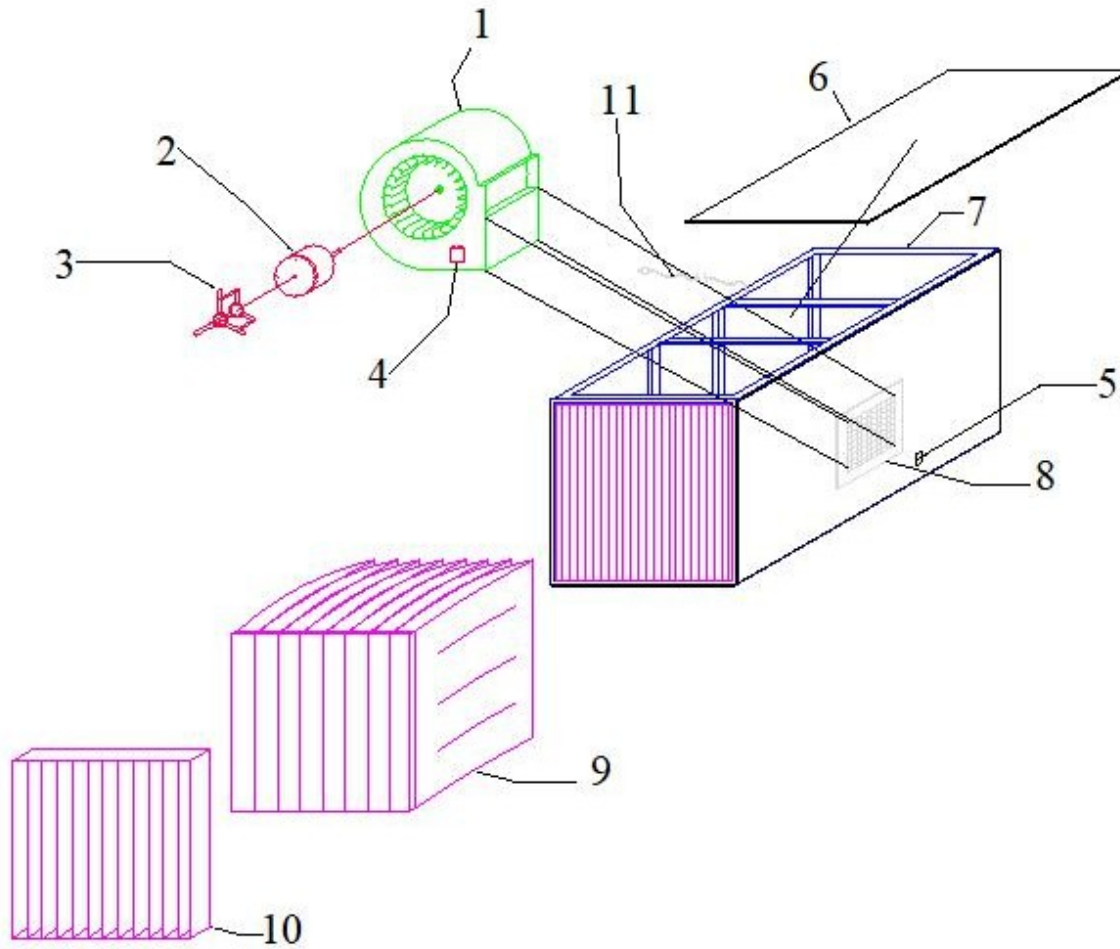
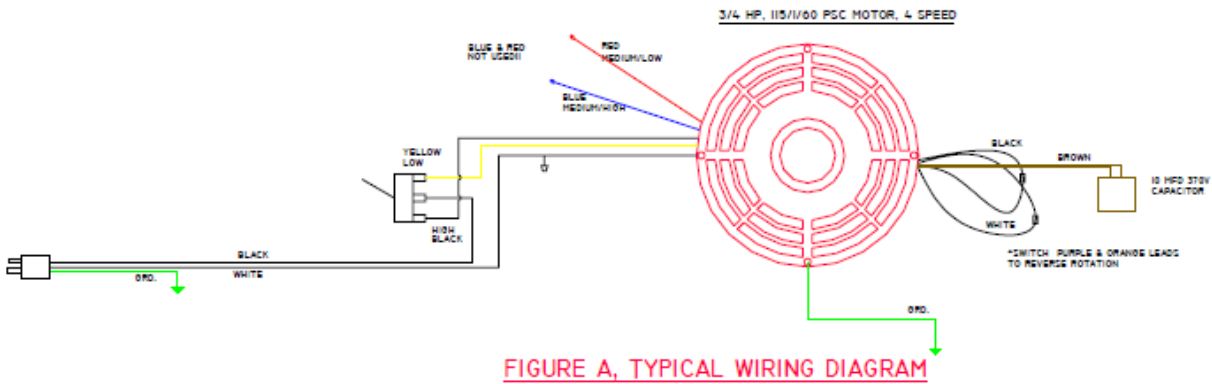


Figure 4

Model 3000 Replacement Parts

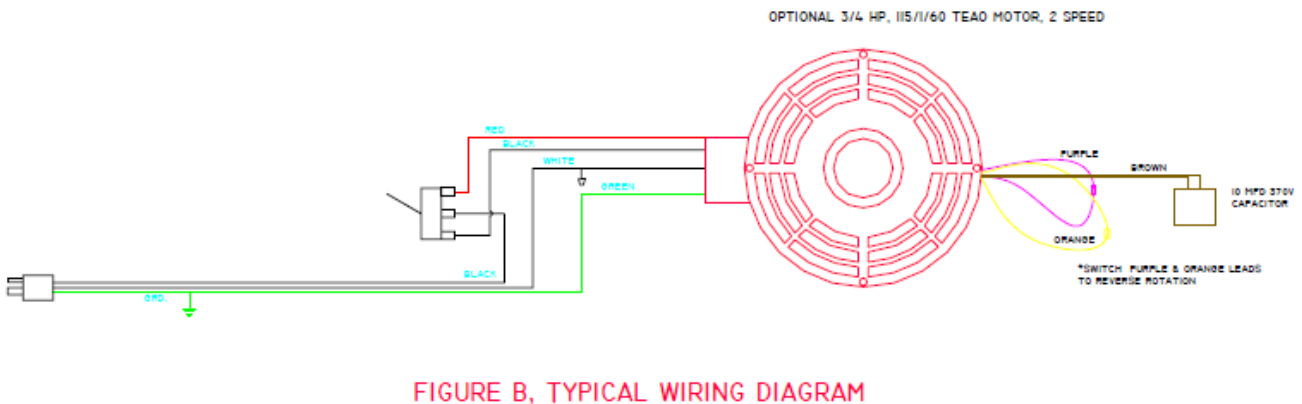
ITEM	PART NUMBER	QTY	DESCRIPTION
1	BW10-DD10	1	3/4 HP BLOWER ASSEMBLY, DIRECT DRIVE
2	MT 41-1013	1	T3000, 3/4 HP MOTOR, 115/1/60, 2 SPEED
3	MT 34-RSMT	1	3/4 HP RESILIENT MOTOR MOUNT
4	MT 41-CP10	1	3/4 HP CAPACITOR
5	ELSW-1012	1	2 SPEED SWITCH
6A	003500-10PE	2	3/16 POLYETHYLENE PANELS - EXHAUST
6B	003500-11PE	1	3/16 POLYETHYLENE PANEL - SOLID
7	FR35-ASSY	1	14 GA FRAME ASSEMBLY
8	GR07-0013	1	4-WAY ADJUSTABLE EXHAUST GRILLE
9A	FB98-2424	2	95 % FIBERGLASS BAG FILTER
9B	FB68-2424	2	65 % FIBERGLASS BAG FILTER
10	FP44-2424	2	4" PLEATED PREFILTER
11	ELCD-1415	1	14/3 CORD W/ PLUG

# ELECTRICAL WIRING DIAGRAM



Standard unit comes complete with switch and cord wire for 115/1/60 service. Additional wiring maybe required to get power to unit, which is not supplied with this product. All Field wiring should be performed by a qualified electrician and must meet all local and NEC codes. Failure to install the proper electrical wiring and controls will void the warranty.

ROTATION - Rotation is set at the factory. To reverse rotation on the standard psc motor, switch the black and white leads on the rotation plug directly on the motor as shown in figure A above. If the optional TEAO motor is used, switch the purple and yellow leads shown below in Figure B.



## Connecting Power to Motor

To connect motor for proper voltage and rotation, refer to the connection diagram on the nameplate or inside the terminal/conduit box.

### Minimum Wire Sizes for Shaded Pole and PSC Motors

Motor HP	---25 Feet---		---50 Feet---		---100 Feet---		---150 Feet---		---200 Feet---	
	115V	230V	115V	230V	115V	230V	115V	230V	115V	230V
1/12	14(18)*	14(18)*	14(18)*	14(18)*	14	14(18)*	14	14(18)*	12	14(18)*
1/10	14(18)*	14(18)*	14(18)*	14(18)*	14	14(18)*	12	14(18)*	12	14(18)*
1/8	14(18)*	14(18)*	14(16)*	14(18)*	14	14(18)*	12	14(18)*	10	14(16)*
1/6	14(18)*	14(18)*	14(16)*	14(18)*	14	14(18)*	12	14(18)*	10	14(16)*
1/5	14(18)*	14(18)*	14(16)*	14(18)*	12	14(18)*	12	14(18)*	10	14(16)*
1/4	14(18)*	14(18)*	14	14(18)*	12	14(18)*	10	14(16)*	8	14
1/3	14(16)*	14(18)*	14	14(18)*	10	14(16)*	10	14(16)*	8	14
1/2	14(16)*	14(18)*	14	14(18)*	10	14(10)*	8	14	8	14
3/4	14	14(18)*	12	14(18)*	8	14	6	12	6	12
1	14	14(18)*	10	14(16)*	8	14	6	12	4	10
1 1/2	12	14(18)*	10	14(16)*	6	14	4	10	4	10

### NOTE:

NEC Article 310-5 --- Minimum conductor size for general wiring at 115-440VAC is No. 14AWG.

Above wire sizes based on approximate 5% voltage drop during starting; copper conductors; and 75° C type THHW, THW, THWN, RH, RHW insulation, etc. For aluminum wire, increase two wire size steps minimum. See NEC Article 310 for ampacities of aluminum conductors.

Type S, SO, SJ, SJO, etc. Flexible cable wire sizes. See NEC Article 400 for ampacity.



**DANGER**

***Before performing any maintenance, disconnect power and allow motor to come to a complete stop. Discharge capacitors, if any, for safety.***

## Recommended Maintenance

Remove dirt accumulations in and around vent openings, by vacuuming. **Dirt accumulations can cause motor overheating and a fire hazard.** Enclosed motors can be cleaned with an air jet; wear eye protection.

Periodically inspect the installation. Check for dirt accumulations; unusual noises or vibration; overheating; worn or loose couplings, sheaves and belts; high motor current; poor wiring or overheated connections; loose mounting bolts or guards; and worn motor starter contacts.

Exercise caution with solvents; some solvents may attack motor insulation, finish or bearing lubricants; some are highly flammable. If solvents are used, make sure area is well ventilated.

Sleeve bearing motors require periodic re-oiling. Follow re-oiling instructions on the motor (see nameplate or terminal box cover). If instructions are not included, re-oil continuous duty units once a year, intermittent duty units every two years and occasional duty units every five years with 30 to 35 drops of SAE No. 20 non-detergent or electric motor oil. Do not over lubricate.

# MOTOR TROUBLESHOOTING

This chart suggests common answers to electric motor problems. The information is not all-inclusive and does not necessarily apply in all cases. When unusual operating conditions, repetitive failures, or other problems occur, consult an electric motor service firm for

Symptom	Possible Cause(s)	Corrective Action
<b>Motor fails to start</b>	<ol style="list-style-type: none"> <li>1. Blown fuses</li> <li>2. Tight shaft</li> <li>3. Voltage too low at motor terminals due to the line drop</li> <li>4. If permanent split capacitor motor, capacitor may be defective</li> <li>5. Overload (internal thermal protector) tripped</li> <li>6. Improper line connections</li> <li>7. Motor may be overloaded. Defective motor or starter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace with time delay fuses. Check for grounded winding</li> <li>2. Occasionally during shipment a sleeve bearing motor may be received with a shaft which does not rotate freely. It may be necessary to strike the motor at the shell/endshield rabbet with a rawhide or plastic mallet to align the bearings</li> <li>3. Consult local power company. Increase wire size (refer to Minimum Wire Size Table). Check for poor connections</li> <li>4. Indicated by humming sound. Replace run capacitor. See nameplate for correct value</li> <li>5. Check motor load. If motor has an automatic reset thermal protector, turn off power, allow motor to cool</li> <li>6. Check connections against diagram supplied with motor</li> <li>7. Repair or replace</li> </ol>
<b>Motor does not come up to speed or takes too long to accelerate</b>	<ol style="list-style-type: none"> <li>1. Not applied properly</li> <li>2. Voltage too low at motor terminals</li> <li>3. Starting load too high</li> <li>4. Excess loading; tight belts</li> <li>5. Defective motor.</li> <li>6. Inadequate starting torque. High inertia load</li> </ol>	<ol style="list-style-type: none"> <li>1. Consult motor service firm for proper type. Use larger motor</li> <li>2. Increase wire size (refer to Minimum Wire Size Table). Check for poor connections</li> <li>3. Check load motor is carrying at start</li> <li>4. Reduce load; increase motor size. Adjust belts</li> <li>5. Replace or repair</li> <li>6. Replace with larger motor</li> </ol>
<b>Insufficient speed change</b>	<ol style="list-style-type: none"> <li>1. Insufficient motor load</li> </ol>	<ol style="list-style-type: none"> <li>1. Use a lower horsepower motor. Reduce system restrictions (blower). Increase system restrictions (propeller fan)</li> </ol>
<b>Motor stalls during operation</b>	<ol style="list-style-type: none"> <li>1. Overloaded motor</li> <li>2. Low motor voltage</li> </ol>	<ol style="list-style-type: none"> <li>1. Reduce load or increase motor size</li> <li>2. Verify that nameplate voltage is maintained</li> </ol>
<b>Motor vibrates or is excessively noisy</b>	<ol style="list-style-type: none"> <li>1. Motor shaft is misaligned</li> <li>2. Loose or defective or out-of-balance fan blade or blower wheel</li> <li>3. Worn, damaged, dirty or overloaded bearings</li> <li>4. Defective winding. Bent or bowed shaft</li> </ol>	<ol style="list-style-type: none"> <li>1. Realign</li> <li>2. Tighten setscrew(s); repair or replace fan blade or blower wheel</li> <li>3. Repair or replace motor; check loading and alignment</li> <li>4. Replace motor</li> </ol>

<b>MOTOR TROUBLE-SHOOTING</b>	<b>(Continued)</b>	
<b>Motor overheats while running under load</b>	1. Overloaded 2. Dirt blocking ventilation openings 3. Faulty connection 4. High or low voltage 5. Defective motor	1. Reduce load; increase motor size; belts may be too tight 2. Clean motor 3. Clean, tighten, or replace 4. Check voltage at motor, should not be more than 10% above or below rated 5. Repair or replace
<b>SERVICE RECORD</b>		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		



## **INDUSTRIAL MAID**

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## **Blower Maintenance**

**At least once per year, clean and inspect the blower assembly.**

1. Remove dirt from blower wheel and housing
2. Check tightness of wheel set screw.
3. After disconnecting the power source, check the wiring to see if it is secure and well insulated.
4. Relubricate motor per manufacturer's instructions. Remove any excess lubricants.

## **BLOWER TROUBLESHOOTING CHART**

<b>Symptom</b>	<b>Possible Cause(s)</b>	<b>Corrective Action</b>
<b>Excessive noise</b>	<ol style="list-style-type: none"> <li>1. Blower wheel in contact with housing</li> <li>2. Foreign material inside housing</li> <li>3. Leak in duct work</li> <li>4. Loose duct work</li> </ol>	<ol style="list-style-type: none"> <li>1. Realign or replace</li> <li>2. Clean</li> <li>3. Repair</li> <li>4. Secure properly</li> </ol>
<b>Insufficient air flow</b>	<ol style="list-style-type: none"> <li>1. Motor speed too low (multi-speed units only)</li> <li>2. Leaks in duct work</li> <li>3. Dampers and/or registers closed</li> <li>4. Obstruction in system</li> <li>5. Clogged filters</li> </ol>	<ol style="list-style-type: none"> <li>1. Make speed adjustment</li> <li>2. Repair</li> <li>3. Open</li> <li>4. Remove</li> <li>5. Clean or replace</li> </ol>
<b>Too much air flow</b>	<ol style="list-style-type: none"> <li>1. Filters not in place</li> <li>2. Motor speed too fast (multi-speed units only)</li> <li>3. Registers or grilles not installed</li> <li>4. Insufficient static pressure (SP)</li> </ol>	<ol style="list-style-type: none"> <li>1. Install filters</li> <li>2. Lower speed</li> <li>3. Install to match system requirement</li> <li>4. Check your static pressure (SP) calculations and correct system accordingly</li> </ol>
<b>Unit fails to operate</b>	<ol style="list-style-type: none"> <li>1. Blown fuse or open circuit breaker</li> <li>2. Defective motor capacitor</li> <li>3. Defective motor</li> <li>4. Motor improperly wired</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace fuse or reset circuit breaker</li> <li>2. Replace capacitor</li> <li>3. Replace motor</li> <li>4. Rewire motor</li> </ol>
<b>Motor overloaded</b>	<ol style="list-style-type: none"> <li>1. System static pressure too low</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and correct system</li> </ol>

# WARRANTY STATEMENT

## 3 Year Limited Warranty

INDUSTRIAL MAID LLC WARRANTS THAT ALL NEW AIR CLEANERS AND AIR FILTRATION EQUIPMENT ARE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP UNDER NORMAL USE AND SERVICE. INDUSTRIAL MAID WILL REMEDY ANY SUCH DEFECTS IF THEY APPEAR 36 MONTHS FROM THE DATE OF PURCHASE, SUBJECT TO THE TERMS AND CONDITIONS OF THIS LIMITED 3 YEAR WARRANTY LISTED BELOW.

ITEMS NOT COVERED WITHIN THIS WARRANTY ARE THE HMI CONTROL PANELS, MOTOR STARTERS, DISCONNECTS, FILTERS, DUCTWORK AND INSTALLATION ITEMS NOT SUPPLIED BY INDUSTRIAL MAID. THE LIMITED WARRANTY ON THESE ITEMS (NOT INCLUDING THE CONSUMABLE FILTERS) IS TO BE 1 YEAR (PARTS).

1. THIS LIMITED WARRANTY IS GRANTED BY INDUSTRIAL MAID LLC, 351 S. 12<sup>TH</sup> RD., CORTLAND, NE 68331.
2. THIS WARRANTY SHALL EXTEND TO ANY OWNER WHO HAS PURCHASED THE EQUIPMENT OTHER THAN FOR THE PURPOSE OF RESALE.
3. ALL COMPONENTS MANUFACTURED BY INDUSTRIAL MAID ARE COVERED BY THIS WARRANTY.
4. IF WITHIN THE WARRANTY PERIOD ANY INDUSTRIAL MAID UNIT OR COMPONENT REQUIRES SERVICE, IT MUST BE PERFORMED BY INDUSTRIAL MAID OR AN AUTHORIZED INDUSTRIAL MAID DISTRIBUTOR. INDUSTRIAL MAID WILL NOT PAY SHIPPING CHARGES OR LABOR CHARGES TO REMOVE OR REPLACE SUCH DEFECTIVE PARTS OR COMPONENTS. IF THE PART OR COMPONENT IS FOUND BY INSPECTION TO CONTAIN SUCH DEFECTS IN MATERIAL AND WORKMANSHIP, IT WILL BE REPAIRED OR REPLACED FREE OF CHARGE AND RETURNED FREIGHT COLLECT.
5. IN ORDER TO OBTAIN THE BENEFITS OF THIS WARRANTY, THE OWNER MUST NOTIFY THE DISTRIBUTOR OR INDUSTRIAL MAID OF THE DEFECT WITHIN 30 DAYS OF ITS DISCOVERY.
6. THIS LIMITED WARRANTY DOES NOT APPLY TO ANY PART OR COMPONENT THAT IS DAMAGED IN TRANSIT OR WHEN HANDLING; HAS BEEN SUBJECT TO MISUSE, NEGLIGENCE OR ACCIDENT; HAS NOT BEEN INSTALLED, OPERATED OR SERVICED ACCORDING TO INDUSTRIAL MAID'S INSTRUCTION; HAS BEEN OPERATED BEYOND THE FACTORY RATED CAPACITY; OR ALTERED IN ANY WAY THAT WOULD AFFECT ITS PERFORMANCE. THERE IS NO WARRANTY DUE TO NEGLIGENCE, ALTERATION OR ORDINARY WEAR AND TEAR. INDUSTRIAL MAID'S LIABILITY IS LIMITED TO REPLACEMENT OF DEFECTIVE COMPONENTS AND DOES NOT INCLUDE THE PAYMENT OF THE COST OF LABOR CHARGES TO REMOVE THE PART OR REPLACE SUCH PARTS OR COMPONENTS.
7. INDUSTRIAL MAID WILL NOT BE RESPONSIBLE FOR LOSS OF USE OF ANY PRODUCT; LOSS OF TIME, INCONVENIENCE, OR ANY OTHER INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WITH RESPECT TO PERSONAL PROPERTY, WHETHER AS A RESULT OF BREACH OF WARRANTY, NEGLIGENCE OR OTHERWISE. **SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE EXCLUSION OR LIMITATION IN THE PRECEDING SENTENCE MAY NOT APPLY TO YOU.**
8. THIS WARRANTY GIVES YOU SPECIFIC RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE.
9. ANY WARRANTY WORK WILL BE PERFORMED IN A REASONABLE AMOUNT OF TIME, USUALLY WITHIN 60 DAYS AFTER THE NOTE OF DEFECT, SUBJECT TO DELAY BEYOND INDUSTRIAL MAID'S CONTROL.
10. ANY WARRANTY BY INDUSTRIAL MAID OF MERCHANT ABILITY, FITNESS FOR USE OR ANY OTHER WARRANTY (EXPRESS, IMPLIED OR STATUTORY), REPRESENTATION OR GUARANTEE OTHER THAN THOSE SET FORTH HEREIN, SHALL EXPIRE AT THE EXPIRATION DATE OF THIS EXPRESS LIMITED WARRANTY. **SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE LIMITATIONS IN THE PRECEDING SENTENCE MAY NOT APPLY TO YOU.**
11. INDUSTRIAL MAID RESERVES THE RIGHT TO MAKE CHANGES IN THE DESIGN AND MATERIAL OF ITS PRODUCTS WITHOUT INCURRING ANY OBLIGATION TO INCORPORATE SUCH CHANGES IN ITS UNITS COMPLETED ON THE EFFECTIVE DATE OF SUCH CHANGE.

## LOUP CITY BOARD POLICY MANUAL

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## GOALS AND OBJECTIVES

This series of the board policy manual is devoted to the goals and objectives for the delivery of the education program as described by the mission statement of the district. The board's objective in the design, contents and the delivery of the education program is to provide an equal opportunity for students to pursue an education free of discrimination on the basis of race, creed, color, sex, national origin, marital status, religion or disability.

In providing the education program of the school district, the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance and encourages critical thinking in students.

In striving to meet this overall goal, the objectives of the education program are to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively;
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state and nation;
- Acquire entry-level job skills and knowledge necessary for further education;
- Acquire the capacities for a satisfying and responsible role as family members;
- Acquire knowledge, habits and attitudes that promote personal and public health, both physical and mental;
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives;
- Develop an understanding of their own worth, abilities, potential and limitations; and,
- Learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Legal Reference: NDE Rule 10.012.01A

Cross Reference: 102 Educational Philosophy of the District

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## SCHOOL CALENDAR

The school calendar shall accommodate the education program of the school district. The school calendar shall accommodate instruction for a minimum of 1,080 hours for students in grades nine through twelve, 1,032 hours for students in grades one through eight, and 400 hours for students in kindergarten. The school calendar shall include, but need not be limited to, days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students is considered to include a minimum of one-hundred and eighty days in the school calendar.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements. Interruptions in the total instructional hours due to extracurricular activities (interscholastic sports, clubs, and contest) will be held to a minimum. All students participating in such events will complete assignments for missed classes prior to the event.

Extracurricular activities shall be defined as school events which involve student participation and faculty sponsorship.

The required instructional hours shall not include the following:

1. School Lunch Time
2. Emergency School Closings

Interscholastic sports, clubs, and events shall be defined as school activities which involve student participation (one or more students) and faculty sponsorship. Activities so defined are Golf, Volleyball, Football, Cross Country, Basketball, Wrestling, Track, Journalism/Yearbook, Student Council, Aca-Deca, Quiz Bowl, One Act, FCCLA, FFA, Cheerleading, Dance, National Honor Society, Music, Speech, and any other programs that meet the definition above that are developed during the school year.

Interruptions for the following events may be included in the required instructional hours, but shall be limited in numbers.

1. NSAA Sponsored Play-offs and State Contests.
2. Assemblies

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3. Pep Rallies
4. Class Meetings
5. Mock Trial
6. Health Screening
7. Yearbook Pictures
8. Program Practices
9. Early Dismissal for Graduating Seniors

Individual students may be excused from instructional hours when both of the following conditions are met:

1. Work is made up in advance
2. Prior approval is granted by the respective building principal

Individual students may be excused from school in cases of sickness, accidents, funerals, emergencies or at parent request when parents or guardians provide a written excuse for that absence.

It shall be the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

Legal Reference:      Neb. Statute 79-211  
                              NDE Rule 10.012.01B

Cross Reference:     503     Student Attendance  
                              604.03 Special Education

## SCHOOL DAY

The school day shall be scheduled in such a way that students are given the best opportunity for their educational growth and development. The length of the day, and the arrangement of time segments within it, need not be uniform for all grade levels.

- A) The length of the school day for kindergarten pupils shall be no less than 140 minutes; for grades one to six inclusive no less than 340 minutes excepting the noon recess. The length of the school day in the secondary schools shall be no less than 380 minutes.
- B) The hours of opening and closing each type of school shall be determined by the Superintendent of Schools. The time of opening and ending the school day may be modified where transportation or other conditions justify such a change upon the authorization of the Superintendent of Schools provided that the length of school sessions are not shortened.
- C) During the school year, all schools shall be in session five days a week, Monday through Friday, except upon emergency authorization of the Superintendent of Schools or during authorized holiday periods.
- D) In designing the student day, the following considerations are to be met:
1. The learning activities of each student are carefully guided and supervised.
  2. Each student has opportunities to receive individual assistance from teachers outside of the regular school day.
  3. Parents shall be informed of late starts or early dismissal.
  4. Early dismissal for student employment shall be subject to approval of the building administration. Parental or guardian permission shall precede any early dismissal for work related activities. Early dismissal of other students shall be reasons of health, etc., and must be validated by the student's parent or guardian.
  5. Changes in the school day shall be subject to the approval of the Superintendent.

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## CURRICULUM DEVELOPMENT

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent. These timelines will provide for periodic review of each curriculum area.

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

The above mentioned standards include the English Language Arts Standards (2014), Mathematics Standards (2015), Science Standards (2010), and Social Studies Standards (2012) as approved by NDE. Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and, if needed, to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference:     NDE Rule 10  
                           20 U.S.C. § 1232h (1994).  
                           34 C.F.R. Pt. 98 (1996).

Cross Reference:    102    Educational Philosophy of the District  
                           104    Educational and Operational Planning  
                           604    Instructional Curriculum  
                           606    Instructional Materials

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## CURRICULUM ADOPTION

Curriculum of the school district must be recommended by the superintendent and approved by the board.

The board may authorize the use of curriculum guides when it adopts the curriculum. Such guides will be used when, in the opinion of the superintendent, they will be of assistance to the instructional program and will provide a consistent approach in the instructional program.

Legal Reference:     20 U.S.C. § 1232h (1994).  
                          34 C.F.R. Pt. 98 (1996).

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## CURRICULUM GUIDES AND COURSE OUTLINES

Curriculum guides and course outlines will be written for all courses offered in the district. Standards that are developed by the State Board of Education and the Nebraska Department of Education will be included. Teachers are expected to adhere closely to the course of study adopted by the district. Information regarding course offerings will be made available to all students and interested district patrons, upon request.

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## CURRICULUM EVALUATION

When a new program is proposed or significant changes occur, a report will be made to the board describing the process employed and the reasons for the curriculum change.

The board may review the students' performance on standardized tests, courses, and other indicators of student achievement deemed relevant by the board as a guideline for the effectiveness of the curriculum. It shall be the responsibility of the superintendent to provide the board with supporting data such as test scores and grades along with the superintendent's comments about the school district's curriculum.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996).

Cross Reference: 101 Educational Philosophy of the District  
104 Educational and Operational Planning  
604 Instructional Curriculum  
611 Academic Achievement

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## PILOT, EXPERIMENTAL OR INNOVATIVE PROJECTS

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects shall first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the Nebraska Department of Education, or the U. S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimental program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects shall be designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents shall be in accordance with board policy 606.02, "Instructional Materials Inspection."

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: 20 U.S.C. § 1232h (1994).  
34 C.F.R. Pt. 98 (1996)..

Cross Reference: 604 Instructional Curriculum

## BASIC INSTRUCTION PROGRAM

The basic instructional program shall include the courses required for each grade level by the Nebraska Department of Education.

The basic weekly instructional program of students enrolled in the elementary grades shall include reading and language arts, mathematics, social studies, science, health, physical education, art, and music. Writing skills shall be incorporated in all curricular areas. The district shall consider elementary grades to be all grades up to sixth.

The basic yearly instructional program of students enrolled in the middle grades shall include reading, language arts, mathematics, social studies, science, health, art, music, and physical education. Writing skills shall be incorporated in all curricular areas. Exploratory experiences shall be offered in vocational education, and technology education. The district shall consider middle grades to be all grades from seventh to eighth.

The basic instructional program of students enrolled in the high school grades shall consist of a minimum of 400 instructional units including language arts (60 units), social science (40 units), mathematics (40 units), science (40 units), foreign language (20 units), vocational education (80 units), personal health and physical fitness (20 units), and visual and performing arts (40 units). Writing skills shall be incorporated in all curricular areas. The instructional program shall include computer education. The district shall consider high school grades to be all grades of ninth and above.

Each instructional program shall be carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the superintendent to implement and monitor the district's curriculum.

Legal Reference: NDE Rule 10.005 - 10.007  
20 U.S.C. § 1232h (1994)  
34 C.F.R. Pt. 98 (1996)

Cross Reference: 102 Educational Philosophy of the District  
103 Equal Educational Opportunity  
104 Educational and Operational Planning  
603 Curriculum Development  
611 Academic Achievement

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## MULTICULTURAL EDUCATION

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the culture, history and contributions of diverse cultural groups including, but not limited to, African Americans, Hispanic Americans, Native Americans, and Asian Americans. It shall place special emphasis on human relations and sensitivity toward all races.

The board shall adopt a written plan for the implementation of multicultural education and shall evaluate this plan periodically. During the evaluation process, the board shall involve parents, students, employees and a diverse representation of the community members in assessing the effectiveness and appropriateness of the program. The plan shall establish district goals for the multicultural program and will include staff development to assist the district in pursuing these goals. The plan shall include a process for selecting appropriate materials and shall incorporate multicultural education into all subject areas of the core curriculum of grades kindergarten through twelve.

The superintendent will annually report the status of the multicultural education program to the board.

Legal Reference:               Neb. Statute 79-719 et seq.  
  NDE Rule 10.004.01F

Cross Reference:             103    Equal Educational Opportunity  
  601    Goals and Objectives

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## HEALTH EDUCATION

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including Acquired Immune Deficiency Syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Cross Reference:     504    Student Rights and Responsibilities  
                          508    Student Health and Well-Being  
                          608    Instructional Services

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion shall not take place.

It shall be the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

Cross Reference:      605.05 Religious-Based Exclusion from a School Program  
                                 607.02 School Ceremonies and Observances

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It shall be the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Cross Reference:     504     Student Rights and Responsibilities  
                          1005.10 Distribution or Posting of Materials

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

### **Eligibility:**

Any 9<sup>th</sup> – 12<sup>th</sup> grade student who is under the age of 21 shall be eligible to apply to an institution of higher education for enrollment through online course offerings if he or she:

1. is deemed by the student and parent/guardian on the advice of the principal to be in need of course work at a higher academic level than that available at school;
2. is deemed by school personnel to show a high degree of maturity and responsibility, especially with regard to potential for completing self-paced post-secondary courses;
3. has completed enrollment requirements for the course(s) of their choice.

### **Dual Credit:**

It shall be the responsibility of the parent and/or student to make sure that the college course they are taking is eligible for high school credit. They must check with the college to make sure the instructor is also high school certified in order to be eligible for high school credit.

Any courses that are not taken as dual credit will not be added to the students' transcripts and will not count towards class rank or GPA.

Any high school credits earned through dual credit courses will be included on the students' transcripts and will count towards class rank and GPA.

Credits may be earned in the summer if parents/students choose to do courses during the summer. It will be the responsibility of the student/parent to make sure that the college course they are taking is eligible for high school credit.

### **Payment of Tuition and Supplies:**

The student and/or parent/guardian shall be responsible for paying all costs for tuition, books, supplies, fees, and taxes that are associated with the student taking college courses.

### **Transportation Costs:**

The district shall not provide or pay for transportation costs associated with college courses taken by students.

### **Notice to Students and Parents/Guardians:**

Information about dual credit and online college course options shall be distributed annually to all students in grades nine through twelve and to their parents/guardians.

Cross Reference: 611 Academic Achievement

Approved 11/13/2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PROGRAM FOR HIGH ABILITY LEARNERS

The district is committed to an educational program that recognizes, identifies and serves the unique needs of high ability learners. High ability learners are those who have been identified as having high performance capability in such areas as intellectual, creative, or artistic capacity or in specific fields and who require accelerated or differentiated curriculum programs in order to develop those capabilities fully.

The board directs the superintendent to develop a written identification process for identifying high ability learners in grades K-12. The identification process shall include an appeals process for parents/guardians who wish to request reconsideration.

A written plan that identifies programs or services to be provided to address the assessed needs of identified students shall be similarly developed. The plan shall include:

- the district's philosophy on educational service to learners with high ability;
- the district's operational definition of a high ability learner;
- goals and objectives of the program;
- a description of the programming services, options and strategies to be provided under this plan;
- yearly evaluation procedures to allow for input from parents, educators, students, and community members;
- staff development training and support provided within the plan; and
- an outline of program management.

Legal Reference: Neb. Statute 79-1106 et seq.  
NDE Rule 3

Cross Reference: 102 Educational Philosophy of the District  
611 Academic Achievement

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_



## ENGLISH AS A SECOND LANGUAGE

The School Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language due to national origin or non-English speaking environments excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. The board directs the administration to develop and implement procedures which:

- Appropriately identify and evaluate students with limited English proficiency (LEP). Limited English proficient students are those whose native/home language is a language other than English and whose English language skills of listening, speaking, reading and writing are not developed to a level at which they can achieve challenging performance standards in a regular classroom.
- Determine the appropriate instructional environment for LEP students.
- Monitor progress of students receiving English as a Second Language (ESL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Establish professional standards for staff members who teach bilingual or English as a Second Language programs and provide development opportunities for staff members when needed.

Where feasible, the district may provide support for the student's use of the native language while developing English language skills.

Legal Reference: Title VI, Civil Rights Act of 1964.  
20 U.S.C. §§ 1701 et seq.

Cross Reference: 103 Equal Education Opportunity  
601 Goals and Objectives

Approved 11/13/2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

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

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

**REQUEST FOR PART-TIME OR DUAL ENROLLMENT**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Address: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent/Guardian Address (if different from above): \_\_\_\_\_

Student's Present School: \_\_\_\_\_ Address: \_\_\_\_\_

Course, Program or Activity Requested: \_\_\_\_\_ Semester: \_\_\_\_\_

Offered at the student's present school? Yes \_\_\_ No \_\_\_

Prerequisites required for this request: \_\_\_\_\_

Has proof of these prerequisites been provided? Yes \_\_\_ No \_\_\_

Does this student have Special Needs or require special accommodations? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Has the student been previously expelled from any school? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

If yes, has the expulsion period been completed? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

**(For School Use Only)**

Student Admitted \_\_\_ Student Not Admitted \_\_\_

Reason, if not admitted: \_\_\_\_\_

Other notes: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature Date

## DUAL ENROLLMENT PROCEDURE

The parent or legal guardian of a resident student who wishes to enroll their non-public school student must file an application for part-time enrollment on a form provided by the district at least 3 weeks prior to the beginning of the semester in which the course(s) will be taken. The application shall be submitted to the principal of the attendance center in which the student resides. The application will specify the course, program, or activity that the pupil wishes to attend. Additional applications must be submitted for courses taken in any subsequent semester. The enrollment of a part-time student in one semester is no guarantee of future enrollment.

No later than two weeks prior to the date on which the course is scheduled to commence, the principal shall notify the parent or legal guardian whether the application has been accepted or rejected. If the application is denied, the principal shall include the reason for rejection.

The parent or guardian may appeal the rejection to the superintendent at least one week prior to the start of the semester and within two weeks following the date of the rejection, whichever is earlier. The appeal shall be submitted in writing. The superintendent shall decide the appeal within one week, if possible, including in the decision any limitations on class enrollment sizes, limitations on classroom space, supplies, equipment and instruction, course prerequisites and age-appropriate studies, and other considerations as deemed relevant.

The student and parent/guardian may be required to complete all admissions requirements and procedures normally required of full-time students to qualify for part-time enrollment.

## INSTRUCTIONAL MATERIALS SELECTION

The board delegates authority to certificated employees and administrators to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certificated employees shall consider the current and future needs of the school district as well as the changes and the trends in education and society. It shall be the responsibility of the superintendent to report to the board the action taken by certificated employees.

In the case of textbooks, the board shall make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials shall apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. The Board will adopt a five (5) year cycle to review and update textbooks as needed. Beginning in the 2016-2017 school year, the Board will follow the repeating cycle listed below.

<b>Year</b>	<b><u>Review Textbooks</u></b>	<b><u>Implement New Textbooks</u></b>
Year 1	Science, Health, Technology, PE	
Year 2	Math	Science, Health, Technology, PE
Year 3	Fine Arts, Voc. Ed., Business	Math
Year 4	Social Studies, Foreign Language	Fine Arts, Voc. Ed., Business
Year 5	English, Reading, Language Arts	Social Studies, Foreign Language
Year 6	(Repeat)	English, Reading, Language Arts

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

Cross Reference:      203.07 Advisory Board Committees  
                               603     Curriculum Development  
                               611     Academic Achievement

Approved 06/11/2012 Reviewed 08/14/2017 Revised 06/13/2016

## INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Cross Reference:      603    Curriculum Development  
                             1003   Public Examination of District Records

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## OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

Cross Reference:     204.12 Public Participation in Board Meetings  
                          403.05 Public Complaints About Employees  
                          603     Curriculum Development

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

RECONSIDERATION OF INSTRUCTIONAL MATERIALS  
REQUEST FORM

Request for re-evaluation of printed or audiovisual material to be submitted to the superintendent.

REVIEW INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

AUDIOVISUAL MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self                      Group or Organization

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

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3. In your opinion, what harmful effects upon students might result from use of this item?

---

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4. Do you perceive any instructional value in the use of this item?

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5. Did you review the entire item? If not, what sections did you review?

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6. Should the opinion of any additional experts in the field be considered?

\_\_\_\_\_ yes      \_\_\_\_\_ no

If yes, please list specific suggestions: \_\_\_\_\_

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7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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8. Do you wish to make an oral presentation to the Review Committee?

\_\_\_\_\_ Yes (a) Please call the office of the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.  
\_\_\_\_\_ minutes.

\_\_\_\_\_ No

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature

SAMPLE LETTER TO INDIVIDUAL CHALLENGING  
INSTRUCTIONAL MATERIALS

Dear \_\_\_\_\_ :

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

## OBJECTION TO INSTRUCTIONAL MATERIALS PROCEDURE

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the administrator, or, upon the administrator's recommendation, the concurrence of the board of education or upon formal action of the board of education when a recommendation of a review committee is appealed to it.

Procedures to be observed:

1. All complaints to staff members shall be reported to the administrator, whether received by telephone, letter or in personal conversation.
2. The administrator shall direct the appropriate staff member (coordinator) to contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the curriculum unit and/or the library/media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the procedure for handling objections. This packet will also include a standard printed form which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the coordinator within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration; however, access to questioned materials can be denied to the child (children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the coordinator will call together a committee of five to consider the complaint. This committee may consist of personnel such as: coordinator, unit administrator, the library media center director, a teacher and parent representative.
7. The committee shall meet to discuss the material, following the guidelines set forth in Instructions to Evaluation Committee and shall prepare a report on the material containing their recommendations on the disposition of the matter.

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8. The Coordinator shall notify the complainant of the decision and send a formal report and recommendation to the administrator. In answering the complaint, the coordinator shall explain the book selection system, give the guidelines used for selection and cite authorities used in reaching the decision. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the board will acknowledge it and make recommended changes.
9. If the complainant is still not satisfied, he/she may ask the administrator to present an appeal to the board of education. The board of education may seek assistance from outside organizations such as the American Association of School Administrators, National School Boards Association, American Library Association, Association for Supervision and Curriculum Development, Nebraska Association of School Administrators, Nebraska State Education Association, Nebraska Department of Education, etc. in making its determination.

## MEDIA CENTERS

The school district shall maintain a media center for use by students and employees during the school day to expand the opportunity for learning, contribute to literacy, support the local curriculum, and enhance and enrich learning experiences for all students.

Materials for the centers will be acquired according to Board Policy 606.01, "Instructional Materials Selection" and will meet the minimum requirements of the Nebraska Department of Education.

It shall be the responsibility of the principal of the building in which the media center is located to oversee the use of materials in the media center.

It shall be the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the removal of obsolete library and instructional materials, and for the handling of challenges to library materials.

Legal Reference: NDE Rule 10.006.01

Cross Reference: 603 Curriculum Development

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

The Board supports the use of computers, technology and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the School District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students.

### **Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for computer use and Internet access. Guidelines shall address teacher supervision of computer use, ethical use of electronic media, and the District's ownership and right of administrative review of electronic files and communications. The term "electronic media" includes, but is not limited to, the Internet, e-mail and other technological resources.

The guidelines shall prohibit utilization of networks for inappropriate or illegal activities, the intentional spreading of imbedded messages (viruses) or the use of other programs with the potential of damaging or destroying programs, data or equipment. The guidelines will describe the District's limitation of liability and will establish that the use of computers, technology and the Internet is a privilege, not a right. Violation of the procedures and guidelines will result in cancellation of those privileges and appropriate disciplinary action.

### **Technology Protection Measure**

The District will implement a technology protection measure that will block or filter Internet access to visual depictions that are obscene, pornographic or of a harmful nature to minors. Operation of this measure will be monitored and enforced during use of computers by minors.

### **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. Participation in chat rooms is prohibited without specific prior approval by the system administrator. The Superintendent shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing prohibited materials. The process may include, but not be limited to:

1. Utilizing blocking/filtering software.
2. Turning off the "auto load images" feature of the Internet browser.

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

3. Using a proxy server to control accessible websites.

### **Appropriate Internet Behavior On Social Websites**

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. The district will create an age-appropriate plan for providing such instruction using informational programs, educational materials and lessons as needed to achieve this goal.

### **Student Use**

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of on-line behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

### **Staff Use**

A written staff agreement form will be required for all employees having access to electronic media. Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties. The agreement form will refer to the procedures and guidelines for use of computers and the Internet, describe prohibitions and limitations on the use of these resources and state the employee's responsibility for the security of individual passwords.

### **Community Use**

On recommendation of the Superintendent, the Board will determine the conditions and limits under which equipment and services will be made available to the community. Upon request to the Building Principal, community members may have access to electronic resources and programs available through the District, provided they attend any required training and abide by the rules of usage established by the Superintendent. A written agreement form will be required for all community members having access to these resources indemnifying the District from claims by community users.

### **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using computers, technology or the Internet and related resources.



## INTERNET AND E-MAIL ACCESS PERMISSION LETTER TO PARENTS

Dear Parent/Guardian:

The School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the enclosed Acceptable Use Agreement and return it to your school.

Sincerely,

ACCEPTABLE USE AGREEMENT

STUDENT USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

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**STUDENT**

I understand and will abide by the regulations for student use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action or appropriate legal action may be taken.

*Your signature on this Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the regulations carefully and understand(s) their significance.*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

*If the user is under 18 years of age, a parent or guardian also must sign this Agreement.*

As the parent or guardian of this student, I have read the regulations for student use of computers, technology and the Internet. I understand that this access is designed for educational purposes and that the School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue a user account for my child and certify that the information contained on this form is true and correct.

Parent/guarding name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students who access restricted items on the Internet shall be subject to the appropriate action described in the school's discipline policy or student handbook or the following consequences.

\_\_\_\_\_ First Offense:

The above student has violated the regulations for student use of computers, technology and the Internet. He/she may lose Internet access for up to three weeks at the discretion of the supervising teacher. A second offense will result in the student losing Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Second Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a second time. As a consequence of this violation the above student has lost Internet access for a period \_\_\_\_\_.

\_\_\_\_\_ Third Offense:

The above student has violated the regulations for student use of computers, technology and the Internet for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of \_\_\_\_\_ or the balance of the school year.

ACCEPTABLE USE AGREEMENT

STAFF USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

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I understand and will abide by the regulations for staff use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical, unprofessional and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action, dismissal and/or appropriate legal action may be taken.

***Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.***

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTABLE USE AGREEMENT

COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

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I understand and will abide by the regulations for community use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Additional conditions or limitations of resource use:

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***Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.***

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DISTRICT WEB SITE

The board supports and encourages the publication of a district web site to improve community relations, to foster creativity and to demonstrate student learning. It is a means of providing information to the community about school events and classroom activities, and provides an effective line of communication between the community, staff and students.

The superintendent is directed to develop written web site regulations that pursue the benefits of maintaining a web site while protecting the school and community from its potential misuse. The superintendent will designate a staff member (herein called the Computer Coordinator) to implement the web site regulations and to review all materials published on the web site. All web pages on the web site will conform to this policy and the corresponding regulations.

### **Staff Web Pages**

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district. District employees, board members or guests may not establish personal web pages using district resources.

### **School or Class Web Pages**

Schools or classes may establish web pages that present information about the school or class activities. The Building Principal will designate an individual to be responsible for managing the school web site under the supervision of the computer coordinator. Teachers will be responsible for maintaining their class pages.

### **Extracurricular Organization Web Pages**

Extracurricular organizations may establish web pages with the approval of the organization sponsor and the computer coordinator. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material.

### **Student Web Pages**

Students may establish personal web pages with staff sponsorship and approval by the computer coordinator. Material presented in the student's web pages must be related to the student's educational and career preparation activities.

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### **Other Web Pages**

The district may allow other organizations such as parent-teacher groups, booster clubs, school foundations, etc. to publish web pages providing they conform to this policy and the corresponding administrative regulations.

### **Written Permission**

Written permission from both the parent/guardian and the student must be obtained prior to placing any student photographs, artwork, writing or other projects on the web site. No personal contact information about the child, such as home address, phone number, or e-mail address will be given. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event that anyone requests such permission, those requests will be forwarded to the parent or guardian. All such work may be removed from the web site at the end of the current school year.

Legal Reference:      20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
                             47 U.S.C. 201 et seq. (Communications Decency Act of 1995)  
                             Neb. Statute 79-2104

Cross Reference:      504    Student Rights and Responsibilities  
                             507    Student Records  
                             603    Curriculum Development  
                             604    Instructional Curriculum  
                             1006  Use of District Facilities and Equipment

## REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The district shall educate staff and students regarding the harms of copyright piracy.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for district-sponsored activities or by using district equipment except in accordance with law.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law, should consult the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

The superintendent is responsible for implementing this policy and creating procedures to guide employees in following copyright compliance.

Legal Reference: P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)  
P.L. 105-304, Digital Millennium Copyright Act of 1998

## COPYRIGHT COMPLIANCE PROCEDURES

Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must all be met for any of the foregoing purposes:

1. The Purpose And Character Of The Use.  
The use must be for such purposes as teaching or scholarship; and
2. The Nature Of The Copyrighted Work.  
Staff may make **single** copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines; and
3. The Amount And Substantiality Of The Portion Used.  
Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed; and
4. The Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work.  
If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### **Authorized Reproduction and Use of Copyrighted Material in Print**

The staff may make **multiple** copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity
  - A. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
  - B. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be

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- expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
- C. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.
2. Spontaneity. Should be at the "instance and inspiration" of the individual teacher.
  3. Cumulative Effect. The staff is limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term. The staff is limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by the staff or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. The staff cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority," and students cannot be charged more than actual cost of photocopying. The staff may use copyrighted materials in overhead or opaque projectors for instructional purposes.

#### **Authorized Reproduction and Use of Copyrighted Materials in the Library**

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a staff member, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

Authorized Reproduction and Use of Copyrighted Music

A staff member may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work, for purposes of preparing for instruction.

A staff member may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song.

In an emergency, a staff member may make and use replacement copies of printed music for an imminent musical performance, when the purchased copies have been lost, destroyed, or are otherwise not available.

## TEXTBOOK LOANS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS

The superintendent of schools with the cooperation of the school district's principals will administer the textbook loans to resident children enrolled in private schools in Nebraska.

The district of will annually generate a list of textbooks designated for use in the schools. This will be done by December 1 of each year. The list of textbooks will be available in the superintendent's office. Copies of the textbook list will be made available to the public at the actual cost of duplicating the list in whole or in part.

The last day for receiving applications for textbook loans from parents or legal guardians residing within the school district for use during the following school year is January 15 of each year. A limit of 10 textbooks per student in grades K-6 and 8 textbooks per student in grades 7-12 has been established by NDE.

The district will make available to all eligible parties textbooks valued at no more than the total dollars allocated to the district by the State Department of Education. If the parental request exceeds the allocated dollars requests for textbooks used by elementary students will be given first priority. If the parental request for textbooks from parents representing resident elementary students exceeds allocated dollars, textbooks being used in the lower elementary will be given priority.

Parental requests will be filled on an ascending K-12 grade by grade basis. The total school district outlay in dollars will never exceed the allocation that the district is eligible to receive from the State Department of Education.

Ten days prior to the beginning of the district classes, the administration will notify parents or guardians in writing where and when textbooks will be available. Parents or legal guardians receiving textbooks will be required to sign a receipt at the time the textbooks are picked up on designated Form NDE 122-002. Parents or legal guardians shall return textbooks to the designated individual within the local school district within 15 days after the close of the school year. All textbooks are to be returned in reasonably good condition. Lost or damaged books will require that the parent or legal guardian reimburse the district for replacement costs.

It is important to understand that a textbook shall be defined to mean a "book which is designated for use in the classroom as the principal source of study in kindergarten through grade 12 in a public school district." Library books, workbooks, etc. are not eligible material for the definition of "textbook."

Approved 06/11/2012 Reviewed 08/14/2017 Revised \_\_\_\_\_

## MAKEUP WORK

Makeup work for students who are absent from school shall be governed by guidelines developed by the Superintendent or Superintendent's designee. The Guidelines shall state the criteria to be used in determining whether and to what extent the opportunity to complete class work, including examinations, missed during a period of disciplinary suspension will be granted.

The makeup work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below; which are the Superintendent's guidelines, or such other guidelines as approved from time to time by the Superintendent or the Superintendent's designee.

To receive credit for work missed due to excused absences (e.g., personal illness, bereavement or emergency in the family, participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for makeup work and b) for completing the makeup work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for these reasons.

To receive credit for work missed due to a parent requested prearranged absence (e.g., medical or dental appointment, religious observance, spectator at a school activity, short-term work requirement, applying for a job, family trip, college visit), the student is responsible a) for requesting assignments for makeup work prior to his/her absence and b) for completing the makeup work on his/her own initiative by the due date.

The date when makeup work is due will be determined by the teacher based on the content being studied and the length of student absence. Ordinarily, the student will be expected to complete work issued due to short-term absences (i.e., five days or less) within five days after returning to school. Students who plan to miss school due to scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

At the beginning of each semester, or during the semester for students who enter during the semester, a) the principal will provide students with information about the district regulations for absences and makeup work and b) teachers will explain the procedures students should use for requesting assignments and completing makeup work in their courses.

Students and parents/guardians are advised that equivalent experiences for students who miss class are difficult and sometimes impossible to recreate. Parents/guardians are also advised that testing and summarizing activities often are scheduled at the end of the quarter and the end of the semester; parent requested prearranged absences should be avoided during these times.

## CLASS SIZE - CLASS GROUPING

The Loup City School believes that one of the factors contributing to the success of students is a teaching staff/student ratio that strikes a balance between economical realities and maximal educational atmosphere. Toward this end, several factors must be considered:

1. State Department and Accreditation rules and regulations
2. Age, ability and instructional demands of the students
3. A balanced minimal range in class sizes between buildings
4. Family unity for purposes of scheduling and sibling guidance
5. Permanence of student placement
6. Available resources
7. Safety and health concerns

In the best interest of the students that the Board serves and the educational process, class sizes will be kept as small as possible. It will be the responsibility of the administration to suggest additions or reductions to the staff and use their best judgment when deciding on class sizes, keeping in mind the strengths of the teaching staff and the needs of the students.

Many factors can influence desirable class size. With the limitations imposed by small classroom sizes, in some cases these ranges may be unrealistic. As class sizes fall outside these ratios, appropriate adjustments may be made including, but not limited to, staff reassignment, reduction-in-force, addition of staff, or the provision of supplementary services with the existing staffing ratios such as teaching aides, volunteers, and other support services.

Cross Reference: 502.02 Nonresident Students

Approved 06/11/2012 Reviewed 09/11/2017 Revised 06/13/2016

## SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17. When September 17 falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

Legal Reference

P.L. 108-477 (Consolidate Appropriations Act of 2005)

Approved 11/12/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds beginning and ending in a single class period.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips. Board approval will be required for field trips outside of the state or which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Cross Reference:     504.03 Student Conduct  
                          506.01 Student Activity Eligibility  
                          604    Instructional Curriculum  
                          801    Transportation

Approved 06/11/2012 Reviewed 09/11/2017 Revised 06/13/2016

## COLLECTION OF MONEY BY TEACHERS

Teacher sponsors of student government, productions, dances, athletic events, or other grade level or school-wide activities may be required to handle funds associated with these activities. Teachers will be aware of, and comply with, provisions of the district's policy on student fees.

Cross Reference:     504.19 Student Fees  
                          506     Student Activities

Approved   06/11/2012   Reviewed   09/11/2017   Revised \_\_\_\_\_

## SERVICE ANIMALS AND THERAPY DOGS

The Board recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school activities.

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are entitled to similar treatment in certain circumstances.

The service animal must perform tasks or do work for the individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability, such as:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing non-violent protection or rescue work,
- Pulling a wheelchair,
- Assisting an individual during a seizure,
- Alerting individuals to the presence of allergens,
- Retrieving items such as medicine or the telephone,
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Excluded from the lists of acceptable tasks or work performed by a service animal are:

- The crime deterrent effects of an animal's presence, or
- The provision of emotional support, well-being, comfort, or companionship.

When determining whether an animal qualifies as a service animal, school officials may ask the individual with a disability only two questions:

1. Whether the animal is required because of a disability; and
2. What task or work the animal has been trained to do.

These questions may not be asked if it is readily apparent that the individual has a disability or that the animal is trained to do work or perform tasks for the individual with a disability. School officials may not ask about the nature or extent of a person's disability, nor can a request be made to produce a certificate establishing the dog's qualification as a service animal.

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The service animal must remain well-behaved and under control at all times at school. The service animal must have a harness, leash or other tether unless it cannot be used by the person in control because of a disability or if it would interfere with the service animal's performance. In either case, the animal must still be under control by way of voice controls, signals or other means.

Individuals with disabilities are permitted to be accompanied by a service animal in all areas of the district's facilities where members of the public, participants in services, programs, or activities are normally allowed to go. If the service animal has a separate handler, that individual shall also be allowed access to facilities. At events for which an attendance fee is charged, there shall be no additional fee for the service animal.

The district may remove or exclude a service animal from district facilities if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others;  
or
4. The presence of an animal would require a fundamental alteration to the service, program or activity of the district.

In the case of removal of a service animal from the premises, the individual with a disability shall still be provided with the opportunity to participate in the service, program, or activity without the service animal.

The person in control of the service animal, and not the school district, is responsible for caring for the dog's needs. This includes any feeding, exercising, and clean up. The district may charge for any property damage caused by the service animal provided the district normally charges individuals for damage they cause.

#### Therapy Dogs:

A therapy dog is one that is used to provide emotional support, well-being, comfort, or companionship to students. Such dogs are generally not intended for the personal use of district students or employees and will only be approved at the discretion of district administration and counselors for their intended purpose. Prior to the consideration of the use of a therapy dog by an individual student, administration and counselors shall consult with the student's parent/guardian and the student's health care provider.

In the case of considering the routine use of a therapy dog by an individual student, the limitations stated above for service animals will also apply to therapy dogs. In addition the school will require that the therapy dog's owner must provide to the district a proof of vaccinations received by the therapy dog as determined by and signed by a veterinarian, for the district's files. These records shall be maintained in the district's files. The therapy dog must be spayed or neutered. The therapy dog must show no aggression toward people or other animals and must not bark or make other distracting noises while in school. The therapy dog may not interfere with the educational process of any student.

The district may also require that the therapy dog has been obedience tested and certified as Canine Good Citizens by the American Kennel Club (“AKC”) and certified for temperament as a therapy dog with a specific handler by the AKC and supply supporting documentation of such certification satisfactory to the superintendent. The district shall maintain copies of current certifications in its files.

Legal Reference

ADA of 1990, 28 CFR Part 35

ADA of 1990, 42 USC Sec. 12101 et seq.

Section 504 of the Rehabilitation Act, 29 USC Sec. 794

## HOMEWORK

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; and to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher.

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## HOMEWORK GUIDELINES

No hard and fast rules concerning homework can be made. Some generally accepted principles should govern the teacher in the assignment of homework.

1. There should be flexibility and differences in the assignment to individual students. These should stem from real needs and the consideration of the total education background of the individual student.
2. Homework should serve a definite purpose, to provide drill or practice on a principle or skill already taught; to provide real-life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
3. Homework should be used as a technique for learning, not as "busy work."
4. Homework should not be ordinarily assigned as punishment.
5. Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
6. Homework is more effective if a conference with the parent results in understanding of purpose and ways in which help at home can best be offered.
7. There should be a cooperative effort on the part of teachers to coordinate homework assignments so students are not overburdened with excessive quantities of homework.
8. Each teacher should teach students what to study and how to study.
9. Homework should be checked by the teacher and mistakes of students indicated for correction with individual comments wherever indicated or possible.

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall provide a student guidance and counseling program. The guidance counselor shall be certified with the Nebraska Department of Education in guidance and counseling and hold any additional qualifications required by the board. The guidance and counseling program will serve grades K - 12. The program will assist students with their personal, educational, social and career development. It will provide assistance to students in academic planning and placement. The program shall be coordinated with the education program and involve certificated employees.

Cross Reference:     507    Student Records  
                          604    Instructional Curriculum  
                          605    Alternative Programs

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## TEST OR ASSESSMENT SELECTION

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of a program funded by the United States Department of Education, to submit, without prior written consent from the student's parent, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

As part of any program funded by the United State Department of Education, the district shall obtain written parental consent prior to the participation of any student under the age of 18 in any mental health survey, analysis, evaluation, or assessment. The consent form shall describe in detail the purpose, provider, beginning time and duration of the survey, analysis, evaluation, or assessment.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference:       Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
20 U.S.C. § 1232h (1994).

Cross Reference:     507     Student Records  
608.02 Student Health Services  
611     Academic Achievement

Approved 06/11/2012 Reviewed 09/11/2017 Revised 08/08/2016

## TEST OR ASSESSMENT ADMINISTRATION

The district shall assess the progress of students through a district-wide assessment system to provide for a fair and adequate measurement of each student's progress and accomplishments. Administrators and staff shall select a valid and reliable system of assessments aligned with the curriculum and essential learner outcomes.

The superintendent, in directing the assessment system, shall hold administrators and staff accountable to:

1. follow appropriate security procedures;
2. use the assessments identified within applicable curriculum guides;
3. use assessment data to monitor student learning;
4. use assessment data to differentiate instruction where appropriate;
5. provide students and parents with information about student progress;
6. use assessment data for school improvement planning; and
7. use assessment data to adjust, improve, or terminate ineffective teaching practices.

Cross Reference:      611      Academic Achievement  
                                 1005.02   Parent Relations Goals

Approved 01/13/2014 Reviewed 09/11/2017 Revised \_\_\_\_\_

## TESTING INTEGRITY

In the administration of standardized tests, certified staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation such as any of the following:
  - a. Copy, reproduce, or use in any manner any portion of any secure test booklet, for any reason.
  - b. Share an actual test instrument in any form.
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in Policy 610.02 or 610.02R1.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

## STUDENT PROGRESS REPORTS

The district shall provide a student progress report at the end of each grading period. Students who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Cross Reference: 507 Student Records

Approved 06/11/2012 Reviewed 09/11/2017 Revised 08/08/2016

## STUDENT PROMOTION, RETENTION OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Students who cannot demonstrate proficiency at their grade levels will also be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

The principal may require remediation at the parents' expense as a condition of promotion to the next grade level.

The parents will be requested to indicate in writing their agreement or disagreement with the recommendation for retention. The final decision will rest with the school administration. Parents may request retention if they believe it to be in the best interest of their student. The principal will confer with the teachers and parents to determine appropriate action.

More than one retention during the elementary school years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## STUDENT HONORS AND AWARDS

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist them in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended the school district for their entire high school education or have not attended an accredited public or private school may not be eligible for some honors and awards.

It shall be the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Cross Reference: 506 Student Activities

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## PARENT CONFERENCES

Parent-teacher conferences will be held each semester at the elementary and middle school to keep the parents informed. The conferences at the high school are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Cross Reference: 507 Student Records

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## GRADING GUIDELINES

The superintendent shall develop and implement student grading guidelines. The objectives of grading guidelines shall be to quantify, report and record the academic progress of each student. Grades should fairly reflect the level of student achievement in the knowledge and skills specified by grade level or course objectives and outcomes.

Legal Reference: Falvo v. Owasso Independent School District No. I-001

Cross Reference: 507.01 Student Records Access  
1003 Public Examination of District Records

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## GRADUATION REQUIREMENTS

### Junior High Promotion Requirements

Students in 7th and 8th grades must pass all classes for the year in order to be promoted to the next grade level. The two semester grades and the final test grades will be averaged together to determine a final grade. If a student fails any course, that student will be retained in the grade he/she is in. Resource students will meet their IEP.

A faculty committee will be available at the end of the year for a student appeal. The decision will be made by this committee. Possible decisions could range from retention to promotion, to summer school classes, to a supervised education plan for the coming year. Summer school is not offered or sponsored by Loup City Schools and would have to be arranged by the student and his/her parent or guardian. Each case will be handled on an individual basis.

### Graduation Requirements

To receive a general diploma, a student must earn at least 250 semester hours credit of classroom work in grades 9 through 12. A semester hour is defined as one semester hour for every 15 clock hours of academic instruction. For example: If an academic course meets daily, a student would receive 5 hours of credit per semester.

All students must carry not less than eight (8) subjects during each semester. A solid class load is defined as any academic subject that meets every day, five days a week, and counts as 5 credits a semester toward graduation.

Under this system, there will be one Loup City High School graduation diploma. It will be necessary for the student, with the aid of the counselor, to be responsible for the areas of study. The areas of study will remain basically the same: General, Vocational, Business and Academic. Anyone planning on a post-high school education or technical training should make an effort to follow an academic subject program supporting that goal.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 250 credits prior to graduation. The following credits will be required:

For students that entered 9<sup>th</sup> grade before the 2016-2017 school year:

Language Arts	<u>40</u>	credit hours
Science	<u>30</u>	credit hours
Mathematics	<u>30</u>	credit hours
Social Studies	<u>40</u>	credit hours

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Physical Education	<u>10</u>	credit hours
Speech	<u>5</u>	credit hours
Life Skills	<u>5</u>	credit hours
Total Elective Hours	<u>90</u>	credit hours

Total Required Hours for Graduation 250 credit hours

For students that enter 9<sup>th</sup> grade during the 2016-2017 school year and beyond:

Language Arts	<u>40</u>	credit hours
Science	<u>30</u>	credit hours
Mathematics	<u>40</u>	credit hours
Social Studies	<u>40</u>	credit hours
Physical Education	<u>10</u>	credit hours
Speech	<u>5</u>	credit hours
Life Skills	<u>5</u>	credit hours
Total Elective Hours	<u>80</u>	credit hours

Total Required Hours for Graduation 250 credit hours

The required courses of study will be reviewed by the board annually.

Students who are not able to meet the regular graduation requirements may be issued a certificate of attendance in lieu of a regular diploma. Seniors who do not qualify for a regular diploma, and are within one semester's credits (30 credit hours) of graduating, may participate in the graduation ceremony. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

## COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Approved 06/11/2012 Reviewed 09/11/2017 Revised \_\_\_\_\_

## FREE APPROPRIATE PUBLIC EDUCATION

The district ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## FULL EDUCATIONAL OPPORTUNITY GOAL

The district has a goal of providing full educational opportunity for all children with disabilities birth through the school year when the student reaches age 21 consistent with the state's full educational opportunity goal.

NDE document "Policies and Procedures for Special Education" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## CHILDFIND

All children with disabilities residing in the district, including children with disabilities who are homeless children or wards of the state and children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## IDENTIFICATION, EVALUATION AND VERIFICATION

The district ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

Procedures to ensure that testing and evaluation materials and procedures utilized for the purposes of evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

NDE document "Policies and Procedures for Special Education" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## INDIVIDUALIZED EDUCATION PROGRAM AND FAMILY SERVICES PLAN

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## EARLY INTERVENTION TRANSITION

The district ensures that children participating in early intervention services experience a smooth and effective transition to services provided under Part B of the IDEA.

NDE Rule 51 shall serve as an administrative procedure to this policy.

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## PARTICIPATION IN ASSESSMENTS

The district ensures that children with disabilities are included in district-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the school district develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in district-wide assessments and develops and conducts those alternate assessments. The district will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of participation in assessments by children with disabilities.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## LEAST RESTRICTIVE ENVIRONMENT

To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

If placement in a public or non-public residential program is necessary to provide special education and related services to a child with a disability, the program including non-medical care and room and board, must be at no cost to the parents of the child.

The district ensures that children with disabilities have available to them the variety of educational programs and services available to non-disabled children, including art, music, industrial arts, consumer and homemaking education and vocational education. For infants and toddlers, services will be provided in the child's natural environments, including home and community settings that are natural or normal for the child's age peers who have no disabilities.

NDE document "Policies and Procedures for Special Education" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

## CHILDREN IN NONPUBLIC SCHOOLS

To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

The district's policy relating to childfind activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parents, if the child is placed in, or referred to nonpublic schools or facilities by the district as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic schools or facilities as a result of a referral by the district will have all the rights they would have if served by the district.

The district is not required to pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the district made a free appropriate public education available to the child and the parents elected to place the child in such nonpublic school or facility.

If the parents of a child with a disability, who previously received special education and related services under the authority of the district, enroll the child in a nonpublic preschool, elementary or secondary school without the consent of or referral by the district, a court or a hearing officer may require the district to reimburse the parents for the cost of the enrollment if the court or hearing officer finds that the district had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if at the most recent IEP team meeting that the parents attended prior to the removal of the child from the district, the parents did not inform the IEP team that they were rejecting the placement proposed by the district to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or at least 10 business days (including any holidays that occur on a business day), prior to the removal of the child from the school district, the parents did not give written notice to the district of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent is illiterate and cannot write in English, if

compliance with the requirement would likely result in physical or serious emotional harm to the child, if the school prevented the parent from providing the information or if the parents had not received notice required by 92 NAC 51-009 of the parents' responsibility to provide notice to the district.

The reimbursement may also be reduced or denied if prior to the parents' removal of the child from the district, the school district informed the parents, through the notice requirements described in 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation was that appropriate and reasonable), but the parents did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon a judicial finding of unreasonableness with respect to actions taken by the parents.

NDE document "Policies and Procedures for Special Education" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

## PROCEDURAL SAFEGUARDS AND CONFIDENTIALITY

The district ensures that children with disabilities and their parents are afforded the procedural safeguards required in 92 NAC 51-009.

The district complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## TRANSPORTATION

The district ensures that transportation will be provided to any special education student who qualifies for special education transportation under Neb. Rev. Stat. 79-1129.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## PERSONNEL STANDARDS

The district ensures that all personnel are appropriately and adequately prepared subject to IDEA requirements and the district will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide special education and related services to children with disabilities.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## PERFORMANCE GOALS AND INDICATORS

The district will use performance goals and indicators established by the state to assess progress toward achieving those goals that are consistent to the extent appropriate with any other goals and academic standards for children.

The district will provide the Nebraska Department of Education with information necessary to enable the state to assess progress toward achieving the goals established by the state.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## SUSPENSION AND EXPULSION REPORTING

The district will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspension and expulsions of children with disabilities.

NDE document “Policies and Procedures for Special Education” shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations/Policies%20and%20Procedure4-16-09.pdf>

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## ACCESS TO INSTRUCTIONAL MATERIALS

A school district or approved cooperative that chooses to coordinate with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials shall enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before the delivery of the print instructional materials, provide to the National Instructional Materials Access Center, electronic files containing the contents of the print instructional materials using the Instructional Materials Accessibility Standard (NIMAS); or
2. Purchase instructional materials from a publisher that are produced in or may be rendered in specialized formats.

Nothing in this policy shall be construed to require a school district or approved cooperative to coordinate with the National Instructional Materials Access Center. If a school district or approved cooperative chooses not to coordinate with the National Instructional Materials Access Center, the school district or approved cooperative shall provide an assurance to the Nebraska Department of Education that the school district or approved cooperative will provide instructional materials to students with blindness or other students with print disabilities at the same time as other students.

NDE document "Supporting Document to Checklist of Required Special Education Policies, Procedures and practices for Part B of the IDEA" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations.html>.

Approved 02/11/2013 Reviewed 09/11/2017 Revised \_\_\_\_\_

## OVER-IDENTIFICATION AND DISPROPORTIONALITY

The district has a goal of preventing the inappropriate over identification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment as described in 92 NAC 51-003.10.

"Child with a disability" means a child who has been verified as per 92 NAC 51-006 as a child with autism, a behavior disorder, deaf-blindness, a developmental delay, a hearing impairment including deafness, a mental handicap, multiple impairment, an orthopedic impairment, an other health impairment, a specific learning disability, a speech-language impairment, a traumatic brain injury or a visual impairment including blindness, who because of this impairment needs special education and related services. If, under 92 NAC 51-003.63, it is determined, through an appropriate evaluation under 92 NAC 51-006, that a child has one of the disabilities identified above, but only needs a related service and not special education, the child is not a child with a disability under this Chapter. If the related service required by the child is considered special education rather than a related service, the child would be determined to be a child with a disability.

NDE document "Supporting Document to Checklist of Required Special Education Policies, Procedures and practices for Part B of the IDEA" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations.html>.

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## PROHIBITION OF MANDATORY MEDICATION

The school districts, approved cooperatives and special education and related services providers are prohibited from requiring parents to obtain a prescription for substances identified under Schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for the child as a condition of attending school, receiving an evaluation under 92 NAC 51-006, or receiving services under Chapter 51.

Nothing in this policy shall be construed to create a prohibition against teachers and other school personnel consulting or sharing classroom-based observations with parents or guardians regarding a student's academic and functional performance, or behavior in the classroom or school, or regarding the need for evaluation for special education or related services.

NDE document "Supporting Document to Checklist of Required Special Education Policies, Procedures and practices for Part B of the IDEA" shall serve as an administrative procedure to this policy. The entire document can be found at <http://www.education.ne.gov/sped/regulations.html>.

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## CERTIFICATED EMPLOYEE NEGOTIATIONS

Certificated employees of the district shall have the right to form, join and participate in the activities of organizations of their choosing for the purpose of representation of all matters of employment relations, but no certificated employee shall be compelled to join such an organization. Boards may enter into collective bargaining agreements for periods not to exceed four years.

The following timelines shall be in effect for the annual negotiations process preceding the contract year in question:

1. On or before September 1 the certificated and instructional employees' collective bargaining agent shall request recognition as bargaining agent.
2. The governing board shall respond to such request not later than October 1.
3. On or before November 1 negotiations shall begin.
4. On or before February 8 if an agreement is not reached, the parties shall submit to mandatory mediation or factfinding as ordered by the commission unless the parties mutually agree in writing to forgo mandatory mediation or factfinding.
5. On or before March 25 or within twenty-five days after the certification of the amounts to be distributed to each local system and each school district, whichever occurs last in time, negotiations, mediation, and factfinding shall end.
6. If an agreement has not been achieved on or before the date in item 5 above, either party may, within fourteen days after such date, file a petition with the commission to resolve the dispute.
7. The commission shall render a decision on or before September 15.

There shall be no fewer than four negotiations meetings between the certificated and instructional employees' collective bargaining agent and the governing board's bargaining agent prior to mediation, unless the parties agree to a new negotiated agreement. Either party may seek a bargaining order as provided in statute at any stage in the negotiations.

In seeking ~~Either party may seek~~ a bargaining order, ~~at any stage in the negotiations.~~ The commission shall provide the parties with the names of five individuals qualified to serve as the resolution officer. If the parties cannot agree on an individual, each party shall alternately strike names, with the remaining individual serving as the resolution officer.

The resolution officer may:

1. determine whether the issues are ready for hearing and settlement;
2. identify for resolution terms and conditions of employment that are in dispute and which were negotiated in good faith but upon which no agreement was reached;
3. accept terms and conditions;
4. schedule hearings;
5. prescribe rules of conduct for conferences;

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6. order additional mediation if necessary;
7. take any other action which may aid in resolution of the dispute; and
8. consult with an interested outside party only with the concurrence of all parties.

The resolution officer shall choose the most reasonable final offer on each issue in dispute. If either party is dissatisfied with the resolution officer's decision, it shall have the right to file an action with the commission seeking a determination of terms and conditions of employment. The commission shall resolve, as provided by statute, all of the issues identified by either party and which were recognized by the resolution officer as a dispute. If parties have not filed with the commission by the latter of March 25 or within twenty-five days after the certification of school funds, the decision of the resolution officer shall be deemed final and binding.

Legal Reference: Neb. Statute 48-811, 816, and 818

Cross Reference: 201.01 Board Powers and Responsibilities

## RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska. When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education. Specific documents required shall be determined by the superintendent.

Legal Reference:                   Neb. Statute 79-215

Cross Reference:                101    District Organization and Basic Commitments  
  503    Student Attendance  
  801    Transportation

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Cross Reference:           506    Student Activities  
                                  1003   Public Examination of District Records

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### BUDGET ADOPTION PROCESS

Members of the school district community shall have an opportunity to review and comment on the proposed budget at a public hearing before the adoption of the proposed budget by the board. The public shall be apprised of the proposed budget for the school district by its publication in the newspaper of record at least 5 days prior to the hearing.

The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

The board's budget resolution setting its property tax request shall include the following information:

1. The name of the district;
2. The amount of the property tax request;
3. The following statements:
  - i. The total assessed value of property differs from last year's total assessed value by \_\_\_\_\_ percent;
  - ii. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$ \_\_\_\_\_ per \$100 of assessed value;
  - iii. The district proposes to adopt a property tax request that will cause its tax rate to be \$ \_\_\_\_\_ per \$100 of assessed value; and
  - iv. Based on the proposed property tax request and changes in other revenue, the total operating budget of the district will exceed last year's by \_\_\_\_\_ percent; and
4. The record vote of the board in passing such resolution or ordinance.

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the board will approve the proper resolutions to adopt and appropriate the budget.

The superintendent will ensure all necessary documentation is submitted to the county auditor as required by statute.

Legal Reference: Neb. Statute 13-506

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PURCHASING PROCEDURES

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the superintendent. No payment of a bill will be made without proper purchase documentation. The board may enter into multi-year contracts for periods not to exceed seven years, for the provisionpurchase of utilityvarious services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment and supplies for a period not to exceed four years.

The superintendent shall have the authority to authorize purchases costing under \$\_\_\_\_\_ without prior board approval. When it is reasonable and practical to do so, the superintendent will request competitive bids for goods and services to ensure the best use of the district's financial resources. Competitive sealed bids are required in many instances for construction, remodeling or repair of school-owned buildings or site improvements that cost \$40,000 or more.

When obtaining competitive bids, the purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

The district will follow NDE guidelines and applicable state statutes for any purchases made through the Nebraska Department of Administrative Services.

Legal Reference:      Neb. Statute 73-106  
                                 Neb. Statute 79-515  
                                 Neb. Statute 79-10,104

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## Changes to Policies:

The recent Nebraska Legislative session passed numerous bills dealing with schools and they have resulted in several policy revisions.

LB 103: changes some procedures for passing the district's annual tax request and this has led to a revision of policy 702.03.

LB 115: dealing with enrollment of children of military families, it has led to an update of policy 502.01.

LB 399: deals with the teaching of civics and its oversight by the board, causing a major revision to policies 203.06 and 604.11 and thus, these are now very detailed and prescriptive. Policy 203.06 has been completely rewritten from the fifth sentence forward. Policy 604.11 has been entirely rewritten. Redlines were not created to compare against the older versions due to the extent of changes. Since there has been harsh criticism in the Legislature that boards are not fully aware of their responsibilities regarding civics and citizenship instruction, we have included the detailed statutory expectations rather than a broad summary.

LB 575: dealing with directory information and access by military recruiters, it caused an update of policy 507.02.

LB 675: dealing with the length of time a current board may obligate future boards in agreements, it led to revisions in policies 407.07 and 706.01. Districts typically insert an amount between \$10,000 and \$25,000 in the blank space in paragraph four, but the amount should be set to meet your district's needs.

LB 390: directs the Nebraska Department of Education to develop a model Memo of Understanding (MOU) for use by districts between any local law enforcement unit or security agencies who will provide security personnel in the school. By January 1, 2021 each district must have an MOU substantially similar and at least meeting the minimum standards of the model offered by NDE. We will wait to see NDE's MOU and offer an alternative or recommend adoption of their model. The bill also contains other requirements including the public distribution of each district's MOU and new training standards for administrators and security guards in specific areas relating to school safety.