

## Board of Education Regular Meeting

Monday, July 10, 2023 7:00 PM

Minden High School Media Center, 543 West 5th, Minden, NE 68959-0301

Andy Craig: Present  
Justin Glanzer: Absent  
Cody Krull: Present  
Kevin Raun: Present  
Darcie Reed: Present  
Rusty Rhynalds: Present

### 1. Hearing on Policy 5008, 5101, 5415, 6400, and 6410

1.a. At 7:00pm, Open Hearing to Receive Support, Opposition, Criticism, and/or Suggestions for the Reaffirmation of Policy 5008 Student Attendance, Policy 5101 Student Discipline, Policy 5415 Anti-Bullying, 6400 Parental Involvement, and 6410 Title 1 Parent & Family Engagement

1.b. At 7:12pm, Close Hearing on Policy 5008, 5101, 5415, 6400, and 6410

### 2. Call to Order

2.a. Open Meetings Act is Posted

2.b. Mission Statement

2.c. Roll Call

#### Action(s):

Motion to approve Glanzer's absence. This motion, made by Rusty Rhynalds and seconded by Cody Krull, Passed.

#### Voting Detail:

Andy Craig: Yea  
Justin Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

2.d. Pledge of Allegiance

### 3. Public Comment

### 4. Consent Agenda

#### Action(s):

Motion to approve the Consent Agenda. This motion, made by Kevin Raun and seconded by Andy Craig, Passed.

#### Voting Detail:

Andy Craig: Yea  
Justin  
Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

4.a. Consider Minutes from June 12 and June 27 Meetings

4.b. Consider Financial Reports

4.c. Consider Expenditures and Claims for Payment

**5. Reports**

5.a. Board Committees

5.b. Principals

5.c. Superintendent

**6. Policy Review and Updates**

6.a. Consider and Discuss Amendments to Policy 8231 Coffee Act Policy

6.b. Consider and Discuss Policy 4171 Resignation of Certificated Employees and Policy 5602 Naloxone

**7. Action Items**

7.a. Consider, Discuss, and Take Action on Reaffirmation of Policy 5008 Student Attendance, Policy 5415 Anti-Bullying, Policy 6400 Parental Involvement, and Policy 6410 Title 1 Parent & Family Engagement

**Action(s):**

Motion to reaffirm Policy 5008 Student Attendance, Policy 5415 Anti-Bullying, Policy 6400 Parental Involvement, and Policy 6410 Title 1 Parent & Family Engagement. This motion, made by Cody Krull and seconded by Andy Craig, Passed.

**Voting Detail:**

Andy Craig: Yea  
Justin  
Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.b. Consider, Discuss, and Take Action on Adoption of Policy 1101 Use of School Facilities - Student Groups, Policy 6215 Collection of Information Relating to Dyslexia, Policy 6921 Seizure Safe School, and Policy 6930 Behavioral Points of Contact

**Action(s) :**

Motion to waive the 2nd reading practice and approve the adoption of Policy 1101 Use of School Facilities - Student Groups, Policy 6215 Collection of Information Relating to Dyslexia, Policy 6921 Seizure Safe School, and Policy 6930 Behavioral Points of Contact. This motion, made by Andy Craig and seconded by Darcie Reed, Passed.

**Voting Detail:**

Andy Craig:	Yea
Justin Glanzer:	Absent
Cody Krull:	Yea
Kevin Raun:	Yea
Darcie Reed:	Yea
Rusty Rhynalds:	Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.c. Consider, Discuss, and Take Action on Amendments to Policy 5004 Full-Time & Part-Time Enrollment, Policy 5101 Student Discipline, Policy 5102 Alternative Education Program, Policy 5103 Extracurricular Activity, Policy 5205 Graduation, Policy 6212 Assessments - Academic Content Standards, Policy 6284 Initiations, Hazing, Secret Clubs & Outside Organizations, Policy 6600 Special Education, Policy 6700 Firearm Policy, and Policy 8130 Annual Organizational Meeting

**Action(s) :**

Motion to approve the amendments to Policy 5004 Full-Time & Part-Time Enrollment, Policy 5101 Student Discipline, Policy 5102 Alternative Education Program, Policy 5103 Extracurricular Activity, Policy 5205 Graduation, Policy 6212 Assessments - Academic Content Standards, Policy 6284 Initiations, Hazing, Secret Clubs & Outside Organizations, Policy 6600 Special Education, Policy 6700 Firearm Policy, and Policy 8130 Annual Organizational Meeting. This motion, made by Andy Craig and seconded by Cody Krull, Passed.

**Voting Detail:**

Andy Craig:	Yea
Justin Glanzer:	Absent
Cody Krull:	Yea
Kevin Raun:	Yea

Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.d. Consider, Discuss, and Take Action on Authorization for the 2023-24 School Food Service Program

**Action(s):**

Motion to designate Shelia Sanford and Jeremy Knajdl as the authorized representatives of the Minden Public Schools Food Service Program for the 2023-24 school year. This motion, made by Rusty Rhynalds and seconded by Kevin Raun, Passed.

**Voting Detail:**

Andy Craig: Yea  
Justin  
Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.e. Consider, Discuss, and Take Action on Administrator Contract Addendums

**Action(s):**

Motion to approve the administrator contract addendums. This motion, made by Kevin Raun and seconded by Andy Craig, Passed.

**Voting Detail:**

Andy Craig: Yea  
Justin  
Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.f. Consider, Discuss, and Take Action on Adding Assistant Middle School Principal/Athletic Director

**Action(s):**

Motion to approve the addition of Ed Rowse as Assistant Middle School Principal/Athletic Director. This motion, made by Cody Krull and seconded by Darcie Reed, Passed.

**Voting Detail:**

Andy Craig: Yea  
Justin  
Glanzer: Absent

Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.g. Consider, Discuss, and Take Action on an Extended Contract for the District Technology Director

**Action(s):**

Motion to approve a 20 day extended contract for the District Technology Director. This motion, made by Cody Krull and seconded by Andy Craig, Passed.

**Voting Detail:**

Andy Craig: Yea  
Justin  
Glanzer: Absent  
Cody Krull: Yea  
Kevin Raun: Yea  
Darcie Reed: Yea  
Rusty  
Rhynalds: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

8. **Next Meeting**

9. **Adjournment per Board President Action at 8:14 p.m.**

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Board Secretary

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
June 27, 2023**

The agenda for the June 27, 2023, board retreat was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, the Minden city office, and in the superintendent's office. Agendas were mailed to the United States Post Office in Upland and Heartwell. Notice was published in the local paper.

The board meeting began at 8:01 am with all board members present, except Craig.

The board discussed the budget, staffing, and facilities.

Craig entered at 8:09 am.

At 10:19 am, the meeting was adjourned per Board President action.

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Secretary, Board of Education

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
June 12, 2023**

The agenda for the June 12, 2023 meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and notice was published in the local paper.

The board meeting began at 7:00 pm with all board members present.

Motion by Krull and second by Glanzer to approve the consent agenda consisting of minutes from the May 8 meeting, financial reports, and claims for payment. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Reed to authorize James Widdifield as the representative of Minden Public Schools to sign claims and forms for all federal programs for the 2023-24 school year. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

Motion by Craig and second by Glanzer to authorize and direct the Superintendent or his designee to dispose of all obsolete furniture, books, materials, and equipment in the most favorable manner to the District in accordance with all laws, rules, and regulations pertaining to such disposition. Roll call: Craig, aye; Glanzer, aye; Krull, aye; Raun, aye; Reed, aye; Rhynalds, aye. Motion carried.

At 7:19 pm, meeting adjourned per Board President action.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
June 30, 2023

SCHOOL BALANCE - May 31, 2023			\$268,087.20
Current Months Receipts			\$1,269,612.36
Transfers from Investments			\$0.00
Total Beginning Balance and Receipts			\$1,537,699.56
Less: Disbursements			\$980,978.88
Transfer to Investments			\$375,000.00
Total Disbursements			\$1,355,978.88
SCHOOL BALANCE - June 30, 2023			\$181,720.68
 BALANCE PER BANK STATEMENT - June 30, 2023			 \$190,837.33
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$9,116.65
RECONCILED BANK BALANCE - June 30, 2023			\$181,720.68
(Balance - June 30, 2022 = \$247,429.51)			
 GENERAL FUND INVESTMENTS			 \$3,784,368.04
Money Market Minden Exchange	\$2,484,568.21	2.48% demand	
Money Market First Bank	\$1,299,799.83	2.74% demand	
(Balance June 30, 2022 = \$3,864,136.48)			
 DEPRECIATION FUND INVESTED			 \$170,537.89
Money Market Minden Exchange Bank	\$123,151.07	2.48% demand	
Money Market First Bank	\$47,381.63	2.13% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance June 30, 2022 = \$64,245.40)			
 BUILDING FUND			 \$1,695,252.88
Money Market Minden Exchange Bank	\$905,914.96	2.48% demand	
Money Market First Bank	\$160,918.84	2.74% demand	
NE Liquid Asset Fund - Building Fund	\$628,414.58	4.83% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance June 30, 2022 = \$878,788.23)			
 BOND FUND			 \$1,707,872.21
Money Market Minden Exchange Bank	\$1,095,428.39	2.48% demand	
NE Liquid Asset Fund - Bond Fund	\$612,443.82	4.83% demand	
(Balance June 30, 2022 = \$1,694,260.21)			
 LUNCH FUND			 \$77,161.99
Money Market First Bank	\$51,259.67	2.44% demand	
Checking First Bank	\$25,902.32		
(Balance June 30, 2022 = \$201,602.85)			
 FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$6,900,000.00	Plus 250M FDIC	
First Bank	\$2,065,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT SUPPLEMENT  
ACCOUNT RECONCILIATIONS  
June 30, 2023

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
<b>General Fund</b>							
MEB	401505	\$268,087.20	\$1,269,612.36	(\$375,000.00)	\$980,978.88	\$181,720.68	\$247,429.51
MEB	601096	\$2,104,901.66	\$4,666.55	\$375,000.00	\$0.00	\$2,484,568.21	\$2,577,413.04
FB&T	801472	\$1,296,911.09	\$2,888.74	\$0.00	\$0.00	\$1,299,799.83	\$1,286,723.44
	<b>Subtotal</b>	<b>\$3,669,899.95</b>	<b>\$1,277,167.65</b>	<b>\$0.00</b>	<b>\$980,978.88</b>	<b>\$3,966,088.72</b>	<b>\$4,111,565.99</b>
<b>Depreciation Fund</b>							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$122,903.58	\$247.49	\$0.00	\$0.00	\$123,151.07	\$17,259.51
FB&T	807982	\$47,299.60	\$82.03	\$0.00	\$0.00	\$47,381.63	\$46,980.70
	<b>Subtotal</b>	<b>\$170,208.37</b>	<b>\$329.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$170,537.89</b>	<b>\$64,245.40</b>
<b>Building Fund</b>							
MEB	106690	\$4.50	\$0.00	\$0.00	\$0.00	\$4.50	\$4.50
MEB	603209	\$814,043.37	\$91,871.59	\$0.00	\$0.00	\$905,914.96	\$705,500.93
FB&T	801407	\$160,561.21	\$357.63	\$0.00	\$0.00	\$160,918.84	\$159,056.02
NLAF	9300655	\$627,852.68	\$561.90	\$0.00	\$0.00	\$628,414.58	\$14,226.78
	<b>Subtotal</b>	<b>\$1,602,461.76</b>	<b>\$92,791.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,695,252.88</b>	<b>\$878,788.23</b>
<b>Bond Fund</b>							
MEB	620112	\$1,101,330.34	\$165,491.80	\$0.00	\$171,393.75	\$1,095,428.39	\$1,691,857.11
NLAF	9300692	\$610,966.45	\$1,477.37	\$0.00	\$0.00	\$612,443.82	\$2,403.10
	<b>Subtotal</b>	<b>\$1,712,296.79</b>	<b>\$166,969.17</b>	<b>\$0.00</b>	<b>\$171,393.75</b>	<b>\$1,707,872.21</b>	<b>\$1,694,260.21</b>
<b>Lunch Fund</b>							
FB&T	990119	\$28,459.84	\$20,735.67	\$0.00	\$23,293.19	\$25,902.32	\$122,668.69
FB&T	801399	\$51,158.33	\$101.34	\$0.00	\$0.00	\$51,259.67	\$78,934.16
	<b>Subtotal</b>	<b>\$79,618.17</b>	<b>\$20,837.01</b>	<b>\$0.00</b>	<b>\$23,293.19</b>	<b>\$77,161.99</b>	<b>\$201,602.85</b>
<b>Grand Total</b>		<b>\$7,234,485.04</b>	<b>\$1,558,094.47</b>	<b>\$0.00</b>	<b>\$1,175,665.82</b>	<b>\$7,616,913.69</b>	<b>\$6,950,462.68</b>

## 2022/23 Projections vs. Actuals for General Fund

### As of June 30, 2023

#### Income

2022/23 Budgeted Income = \$11,861,077.78

Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,274,954.72	\$2,102,125.68	(\$172,829.04)	(\$172,829.04)
October	\$604,914.97	\$381,105.06	(\$223,809.91)	(\$396,638.95)
November	\$205,196.65	\$104,976.68	(\$100,219.97)	(\$496,858.92)
December	\$185,032.81	\$160,106.37	(\$24,926.44)	(\$521,785.36)
January	\$1,808,814.36	\$2,044,396.70	\$235,582.34	(\$286,203.02)
February	\$959,561.19	\$823,406.24	(\$136,154.95)	(\$422,357.97)
March	\$743,689.58	\$757,067.57	\$13,377.99	(\$408,979.98)
April	\$529,004.07	\$665,579.90	\$136,575.83	(\$272,404.15)
May	\$3,075,577.47	\$3,025,592.35	(\$49,985.12)	(\$322,389.27)
June	\$1,069,869.22	\$1,272,358.70	\$202,489.48	(\$119,899.79)
July	\$188,591.14			
August	\$215,871.62			

#### Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,062,480.12	\$935,527.49	(\$126,952.63)	(\$126,952.63)
October	(\$435,622.58)	(\$574,321.30)	(\$138,698.72)	(\$265,651.35)
November	(\$823,878.43)	(\$858,385.41)	(\$34,506.98)	(\$300,158.33)
December	(\$856,778.35)	(\$765,660.82)	\$91,117.53	(\$209,040.80)
January	\$767,003.20	\$1,155,534.84	\$388,531.64	\$179,490.84
February	(\$54,230.60)	(\$318,447.34)	(\$264,216.74)	(\$84,725.90)
March	(\$289,206.33)	(\$175,029.63)	\$114,176.70	\$29,450.80
April	(\$507,712.66)	(\$354,096.34)	\$153,616.32	\$183,067.12
May	\$2,018,483.01	\$2,120,281.64	\$101,798.63	\$284,865.75
June	(\$5,055.74)	\$296,188.77	\$301,244.51	\$586,110.26
July	(\$836,663.12)			
August	(\$913,818.50)			

#### Expenses

2022/23 Budgeted Expenses = \$12,736,077.78

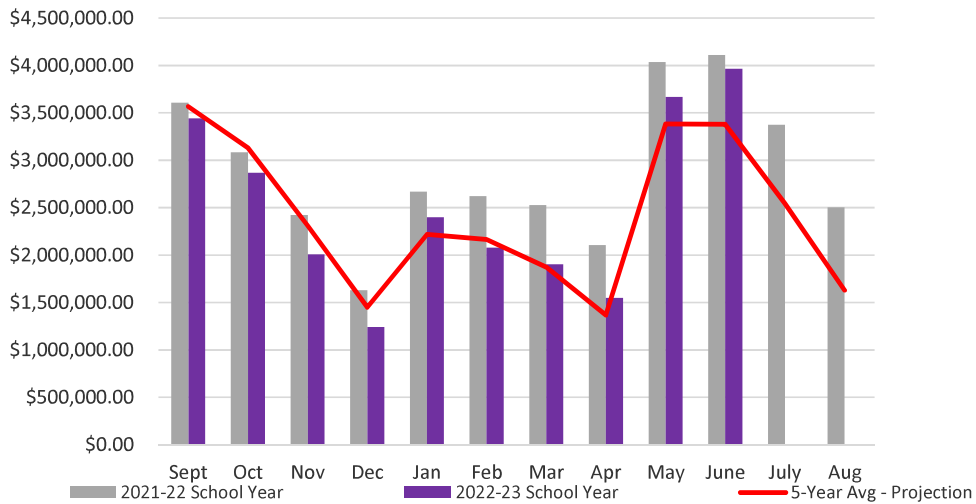
Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,212,474.60	\$1,166,598.19	(\$45,876.41)	(\$45,876.41)
October	\$1,040,537.55	\$955,426.36	(\$85,111.19)	(\$130,987.60)
November	\$1,029,075.08	\$963,362.09	(\$65,712.99)	(\$196,700.59)
December	\$1,041,811.16	\$925,767.19	(\$116,043.97)	(\$312,744.56)
January	\$1,041,811.16	\$888,861.86	(\$152,949.30)	(\$465,693.86)
February	\$1,013,791.79	\$1,141,853.58	\$128,061.79	(\$337,632.07)
March	\$1,032,895.91	\$932,097.20	(\$100,798.71)	(\$438,430.78)
April	\$1,036,716.73	\$1,019,676.24	(\$17,040.49)	(\$455,471.27)
May	\$1,057,094.46	\$905,310.71	(\$151,783.75)	(\$607,255.02)
June	\$1,074,924.96	\$976,169.93	(\$98,755.03)	(\$706,010.05)
July	\$1,025,254.26			
August	\$1,129,690.12			

#### General Fund Balance

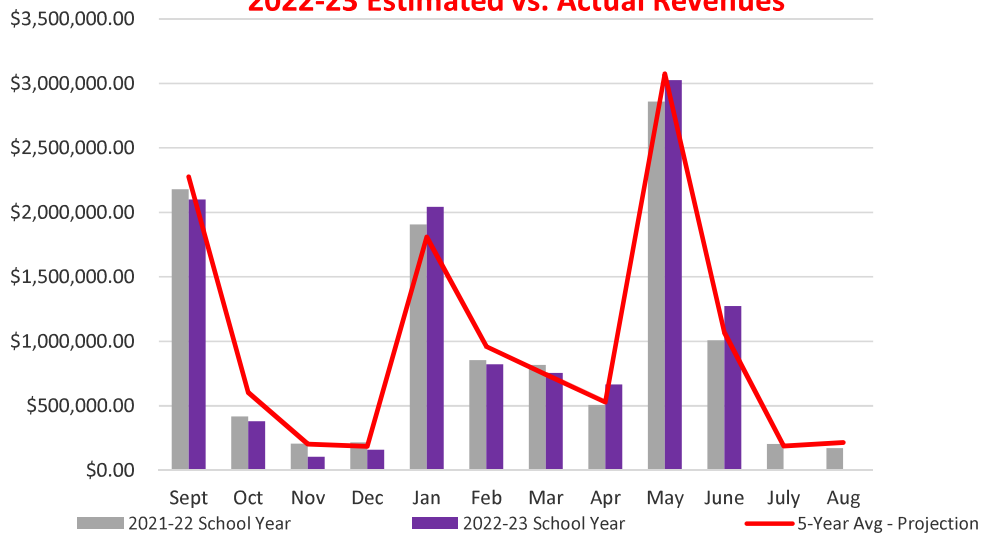
Beginning Reconciled GF Balance = \$2,504,496.82

Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,566,976.94	\$3,440,024.31	(\$126,952.63)
October	\$3,131,354.36	\$2,865,703.01	(\$265,651.35)
November	\$2,307,475.93	\$2,007,317.60	(\$300,158.33)
December	\$1,450,697.58	\$1,241,656.78	(\$209,040.80)
January	\$2,217,700.78	\$2,397,191.62	\$179,490.84
February	\$2,163,470.18	\$2,078,744.28	(\$84,725.90)
March	\$1,874,263.85	\$1,903,714.65	\$29,450.80
April	\$1,366,551.19	\$1,549,618.31	\$183,067.12
May	\$3,385,034.20	\$3,669,899.95	\$284,865.75
June	\$3,379,978.46	\$3,966,088.72	\$586,110.26
July	\$2,543,315.34		
August	\$1,629,496.84		

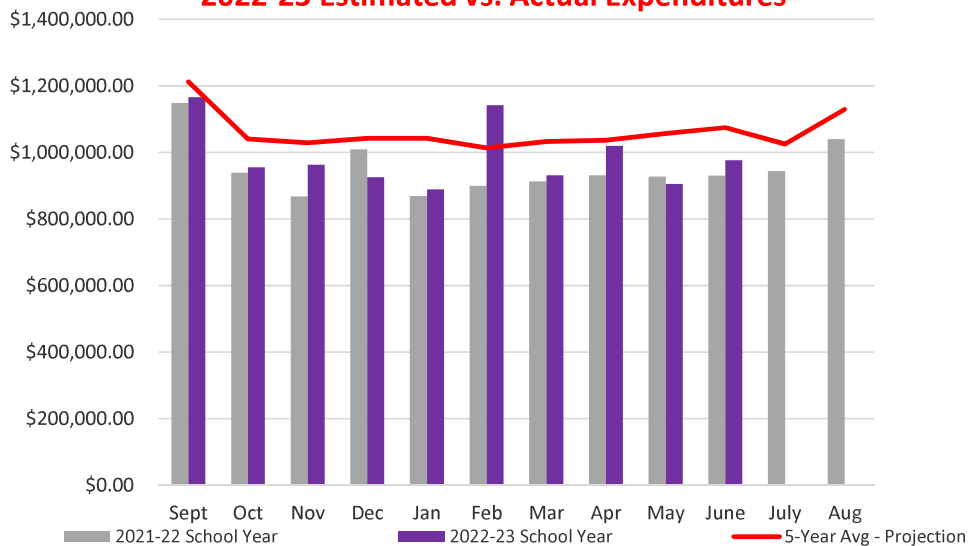
### 2022-23 Estimated vs. Actual General Fund Balance



### 2022-23 Estimated vs. Actual Revenues



### 2022-23 Estimated vs. Actual Expenditures



# General Fund Revenues - Thru 6/30/23

Account Description	Adopted Budget	Received	Remaining Balance	Percent Received
01100 - Taxes Levied/Assessed	\$9,955,058.78	\$6,593,795.72	\$3,361,263.06	66.24%
01115 - Carline Taxes	\$3,500.00	\$2,822.69	\$677.31	80.65%
01120 - Public Power District Sales Tax	\$35,000.00	\$48,320.95	(\$13,320.95)	138.06%
01125 - Motor Vehicle Taxes	\$420,000.00	\$409,758.72	\$10,241.28	97.56%
01140 - Penalty & Interest on Delinquent Taxes	\$17,750.00	\$11,032.64	\$6,717.36	62.16%
01370 - Preschool Tuition and Fees	\$23,000.00	\$22,365.00	\$635.00	97.24%
01510 - Interest	\$5,000.00	\$23,554.31	(\$18,554.31)	471.09%
01910 - Rental of School Facilities & Equipment	\$8,000.00	\$6,850.00	\$1,150.00	85.63%
01911 - Local License Fees	\$3,750.00	\$26.34	\$3,723.66	0.70%
01920 - Contributions and Donations	\$35,000.00	\$1,200.00	\$33,800.00	3.43%
01921 - Police Court Fines	\$750.00	\$75.00	\$675.00	10.00%
01990 - Miscellaneous Local Revenue	\$300.00	\$48.38	\$251.62	16.13%
02110 - County Fines & License Fees	\$30,000.00	\$20,429.11	\$9,570.89	68.10%
03110 - State Aid	\$109,700.00	\$109,700.00	\$0.00	100.00%
03120 - Special Education - School Age	\$575,000.00	\$583,144.00	(\$8,144.00)	101.42%
03125 - SPED Transportation - School Age	\$2,000.00	\$3,212.00	(\$1,212.00)	160.60%
03130 - Homestead Exemption	\$0.00	\$77,572.37	(\$77,572.37)	
03131 - Property Tax Credit	\$0.00	\$761,036.76	(\$761,036.76)	
03166 - Flex Funding: School Age Support Services	\$0.00	\$39,705.00	(\$39,705.00)	
03180 - Pro-Rate Motor Vehicle	\$0.00	\$16,477.09	(\$16,477.09)	
03400 - State Apportionment	\$92,300.00	\$144,622.38	(\$52,322.38)	156.69%
03535 - High Ability Learners Payments	\$7,688.00	\$7,898.00	(\$210.00)	102.73%
04421 - IDEA Part B (611) ARP	\$11,755.00	\$11,755.00	\$0.00	100.00%
04505 - "ESSA Title I, Part A"	\$107,981.00	\$30,237.00	\$77,744.00	28.00%
04509 - "ESSA Title II, Part A"	\$26,034.00	\$26,034.00	\$0.00	100.00%
04516 - IDEA Preschool Base (619)	\$2,400.00	\$2,400.00	\$0.00	100.00%
04518 - IDEA Part B (611) Base & E-P Allocation	\$205,978.00	\$147,299.00	\$58,679.00	71.51%
04521 - IDEA Non-Public	\$3,500.00	\$2,043.00	\$1,457.00	58.37%
04525 - Carl Perkins Grant	\$2,000.00	\$914.20	\$1,085.80	45.71%
04708 - Medicaid in Public Schools (MIPS)	\$15,000.00	\$32,799.48	(\$17,799.48)	218.66%
04709 - Medicaid Administrative Activities (MAAPS)	\$15,000.00	\$18,012.35	(\$3,012.35)	120.08%
04969 - Title IV, Part A SSAE Grant	\$0.00	\$10,000.00	(\$10,000.00)	
04998 - ESSER III	\$135,133.00	\$135,093.00	\$40.00	99.97%
05300 - Sale of Property	\$7,500.00	\$2,544.11	\$4,955.89	33.92%
05301 - Insurance Adjustments	\$0.00	\$600.00	(\$600.00)	
05690 - Other Non-revenue Receipts	\$5,000.00	\$0.00	\$5,000.00	0.00%
<b>Total</b>	<b>\$11,861,077.78</b>	<b>\$9,303,377.60</b>	<b>\$2,557,700.18</b>	<b>78.44%</b>

# General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,894,190.30	\$5,186,092.13	\$708,098.17	87.99%
01125 - Academic Intervention (Flex Funding)	\$95,156.21	\$85,612.38	\$9,543.83	89.97%
01200 - School Age SPED	\$1,232,846.57	\$1,010,708.18	\$222,138.39	81.98%
01291 - Preschool Age 3-5	\$15,184.18	\$9,166.97	\$6,017.21	60.37%
01292 - Preschool Age 0-2	\$100.00	\$0.00	\$100.00	0.00%
01300 - Summer School	\$21,244.67	\$14,279.65	\$6,965.02	67.22%
02120 - Guidance Counselor	\$345,576.70	\$261,413.94	\$84,162.76	75.65%
02130 - Health Services	\$76,640.59	\$64,686.12	\$11,954.47	84.40%
02141 - School Psychologist - School Age	\$73,381.56	\$110,267.15	(\$36,885.59)	150.27%
02151 - Speech Path & Deaf Ed	\$190,224.39	\$167,860.62	\$22,363.77	88.24%
02152 - Speech Path & Deaf Ed	\$800.00	\$0.00	\$800.00	0.00%
02161 - Occupational Therapy	\$41,000.00	\$33,690.00	\$7,310.00	82.17%
02171 - Physical Therapy	\$12,750.00	\$9,000.00	\$3,750.00	70.59%
02172 - Physical Therapy	\$500.00	\$1,530.00	(\$1,030.00)	306.00%
02173 - Physical Therapy	\$750.00	\$2,700.00	(\$1,950.00)	360.00%
02190 - Student Activities	\$172,817.83	\$162,810.43	\$10,007.40	94.21%
02211 - School Improvement	\$2,500.00	\$444.57	\$2,055.43	17.78%
02212 - Instruction & Curriculum Development	\$13,100.00	\$0.00	\$13,100.00	0.00%
02213 - Instructional Staff Training	\$0.00	\$7,284.38	(\$7,284.38)	
02220 - Media Center	\$266,724.50	\$229,670.44	\$37,054.06	86.11%
02230 - Technology Support	\$210,689.65	\$186,233.99	\$24,455.66	88.39%
02240 - Assessment Coordinator	\$17,874.57	\$9,509.51	\$8,365.06	53.20%
02310 - Board of Education	\$49,850.00	\$34,391.80	\$15,458.20	68.99%
02320 - Superintendent	\$304,209.46	\$279,912.76	\$24,296.70	92.01%
02330 - District Legal Services	\$50,000.00	\$15,918.52	\$34,081.48	31.84%
02410 - Principal	\$658,685.50	\$576,553.65	\$82,131.85	87.53%
02510 - Business Office	\$213,759.40	\$194,983.99	\$18,775.41	91.22%
02610 - Custodial	\$461,580.00	\$426,190.01	\$35,389.99	92.33%
02620 - Building Maintenance	\$913,529.88	\$598,480.53	\$315,049.35	65.51%
02630 - Grounds Maintenance	\$180,902.62	\$109,267.21	\$71,635.41	60.40%
02640 - Equipment Repair & Maintenance	\$23,294.89	\$19,343.63	\$3,951.26	83.04%
02650 - Non-Pupil Vehicle	\$5,250.00	\$8,662.67	(\$3,412.67)	165.00%
02660 - Security	\$41,000.00	\$360.00	\$40,640.00	0.88%
02670 - Safety	\$25,700.00	\$46,655.09	(\$20,955.09)	181.54%
02710 - School Bus Driving	\$312,680.01	\$159,505.52	\$153,174.49	51.01%
02712 - School Age SPED Driving	\$3,866.46	\$0.00	\$3,866.46	0.00%
02713 - Below Age 5 SPED Driving	\$15,403.00	\$7,531.55	\$7,871.45	48.90%
02730 - School Bus Driving Vehicle Maintenance	\$38,302.70	\$70,824.24	(\$32,521.54)	184.91%
02732 - School Age SPED Vehicle Maintenance	\$3,000.00	\$145.00	\$2,855.00	4.83%
03535 - High Ability Learners	\$46,148.17	\$42,246.58	\$3,901.59	91.55%
06200 - Title IA	\$144,015.00	\$135,603.96	\$8,411.04	94.16%
06406 - IDEA Preschool (619) Base Allocation	\$2,400.00	\$2,400.00	\$0.00	100.00%
06408 - IDEA Part B (611)	\$205,978.00	\$195,877.94	\$10,100.06	95.10%
06412 - IDEA Non-Public	\$3,582.97	\$2,043.00	\$1,539.97	57.02%
06421 - IDEA Part B (611) ARP	\$11,755.00	\$11,755.00	\$0.00	100.00%
06700 - Carl Perkins	\$0.00	\$914.20	(\$914.20)	
06998 - ESSER III	\$135,133.00	\$135,094.57	\$38.43	99.97%
08000 - Transfers (Outgoing)	\$202,000.00	\$129,400.00	\$72,600.00	64.06%
09000 - Reimbursed by Other Funds/Entities	\$0.00	(\$220.34)	\$220.34	
<b>Total</b>	<b>\$12,736,077.78</b>	<b>\$10,756,801.54</b>	<b>\$1,979,276.24</b>	<b>84.46%</b>

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

06/01/2023 through 06/30/2023

## Bank Statement Reconciliation Summary

Statement Balance	\$ 333,133.76
- Outstanding checks	\$ 5,714.44
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 327,419.32
+ Investments	\$ 37,000.00
Book Balance	\$ 364,419.32

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/11/2023	4089	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 400.00
07/11/2023	4090	Ameritas Life Insurance Corp..	Vision Insurance	\$ 1,050.64
07/11/2023	4091	Blue Cross Blue Shield	Dental Insurance	\$ 793.57
07/11/2023	4091	Blue Cross Blue Shield	District Dental Insurance	\$ 190.79
07/11/2023	4091	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 3,867.51
07/11/2023	4091	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,982.76
07/11/2023	4091	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 17,209.00
07/11/2023	4091	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 1,258.70
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins 2PT	\$ 32,936.20
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 11,556.00
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins FAM	\$ 92,005.06
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,827.20
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins SPD	\$ 6,612.00
07/11/2023	4091	Blue Cross Blue Shield	District Health Ins Split	\$ 1,497.10
07/11/2023	4091	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 616.74
07/11/2023	4091	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,505.00
07/11/2023	4091	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 75.21
07/11/2023	4092	Fiduciary Trust Company	Flatwater Wealth TSA	\$ 1,000.00
07/11/2023	4093	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 1,175.00
07/11/2023	4094	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 236.50
07/11/2023	4094	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,359.05
07/11/2023	4094	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 415.60
07/11/2023	4095	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 4,982.03
07/11/2023	4096	Minden Public Schools	District Court	\$ 330.00
07/11/2023	4096	Minden Public Schools	F/b Medical Dental	\$ 3,212.53
07/11/2023	4096	Minden Public Schools	Increased Retirement Percent	\$ 12,773.61
07/11/2023	4096	Minden Public Schools	NE Retirement	\$ 86,672.07
07/11/2023	4097	Minden Public Schools.	Computer Lease Purchase	\$ 842.00
07/11/2023	4098	Mps Payroll	Federal Withholding	\$ 40,061.67
07/11/2023	4098	Mps Payroll	FICA	\$ 62,518.02
07/11/2023	4098	Mps Payroll	Medicare	\$ 14,621.12
07/11/2023	4099	Mps Payroll NE Income Tax	State Withholding - NE	\$ 17,949.60
07/11/2023	4100	Amazon Capital Services, Inc.	Central Office Supplies	\$ 20.89
07/11/2023	4100	Amazon Capital Services, Inc.	Computer Supplies & Flags	\$ 1,488.47
07/11/2023	4100	Amazon Capital Services, Inc.	HS Principal & Business Office Supplies	\$ 76.86
07/11/2023	4100	Amazon Capital Services, Inc.	Safety Supplies	\$ 29.82
07/11/2023	4101	Apple Computer	MacBook Air's	\$ 13,184.00
07/11/2023	4102	Aurora Cooperative	Fuel and Grounds Chemical	\$ 2,512.69
07/11/2023	4103	Black Hills Energy	Natural Gas	\$ 1,674.84
07/11/2023	4104	Blick Art Materials	HS Art Supplies	\$ 6.02
07/11/2023	4105	Carter Electric	EAST Electrical Repairs	\$ 422.85
07/11/2023	4106	Cash-wa Distributing Co.	Ice Machine Cleaner	\$ 64.50
07/11/2023	4106	Cash-wa Distributing Co.	Ice Machine Filters	\$ 271.52
07/11/2023	4107	CCS Presentation Systems	HS Technology Software	\$ 294.30
07/11/2023	4108	Century Link Long Distance	Telephone Services	\$ 5.80
07/11/2023	4109	CenturyLink - Regular Telephone	Telephone Service	\$ 466.30
07/11/2023	4110	City Of Minden	Utilities	\$ 21,094.55
07/11/2023	4111	Clearly Communications	Telephone Services	\$ 771.79
07/11/2023	4112	Companion	HS Attendance Tracking Software	\$ 896.00
07/11/2023	4113	Cornerstone Electric	HS Electrical Repair	\$ 647.84
07/11/2023	4114	Cornhusker Marriott Hotel (The)	Educator's Academy Conference	\$ 166.00
07/11/2023	4115	D & M Security, Inc.	EAST Fire Alarm Monitoring	\$ 75.00

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/11/2023	4116	DAS State Accounting - Central Finance	Internet Service	\$ 304.96
07/11/2023	4117	DocuSign, Inc.	DocuSign Software Renewal	\$ 4,626.66
07/11/2023	4118	Eakes Office Solutions	Color Copy Charges	\$ 2,931.40
07/11/2023	4118	Eakes Office Solutions	Copier & Printer Lease	\$ (500.91)
07/11/2023	4118	Eakes Office Solutions	Custodial Supplies	\$ 1,891.26
07/11/2023	4119	Educational Service Unit #10	Power School Hosting Fees	\$ 165.42
07/11/2023	4120	Educational Service Unit #11	IXL Software	\$ 11,125.00
07/11/2023	4121	Elan Financial Services	Educator's Academy Conference	\$ 50.09
07/11/2023	4121	Elan Financial Services	Grounds Skid Steer Attachment	\$ 169.30
07/11/2023	4121	Elan Financial Services	HS Principal Supplies	\$ 280.17
07/11/2023	4121	Elan Financial Services	HS Science Software	\$ 59.88
07/11/2023	4121	Elan Financial Services	HS Science Supplies	\$ 71.39
07/11/2023	4121	Elan Financial Services	HS Web/Cloud Based Software	\$ 5.00
07/11/2023	4121	Elan Financial Services	MS SPED Software Subscription	\$ 154.99
07/11/2023	4121	Elan Financial Services	Survey Monkey Subscription	\$ 468.00
07/11/2023	4122	Engineered Controls, Inc.	HS HVAC Repairs	\$ 1,288.60
07/11/2023	4123	ESU #6	MS ASD Workshop	\$ 120.00
07/11/2023	4124	ESU Coordinating Council	Public Performance Site Licenses	\$ 1,011.00
07/11/2023	4125	Family Physical Therapy & Sports Center, P.C.	OT/PT/SLP Services	\$ 4,485.00
07/11/2023	4126	Follett School Solutions, LLC	HS Library Software	\$ 1,115.87
07/11/2023	4127	Hometown Leasing	Copier & Printer Lease#22795217	\$ 3,900.00
07/11/2023	4128	John Deere Financial	JD Mower Repairs	\$ 94.87
07/11/2023	4128	John Deere Financial	Sprayer Repairs	\$ 255.70
07/11/2023	4129	Journey Ed.com, Inc.	Technology Supplies	\$ 3,174.93
07/11/2023	4130	Jura, Michelle L	Interpreter Mileage Reimbursement	\$ 52.00
07/11/2023	4131	Kearney County Health Services	Bus Driver Drug Testing	\$ 95.00
07/11/2023	4132	Mackin Book Company	East Library Books	\$ 1,284.40
07/11/2023	4132	Mackin Book Company	HS Library Books	\$ 600.96
07/11/2023	4133	McGraw Hill School Education	MS Reading Intervention Books	\$ 1,037.96
07/11/2023	4134	Menards	HS Woods Class Supplies	\$ 331.05
07/11/2023	4135	Mid-States Automation & Control, Inc.	East Maintenance Contract	\$ 2,595.00
07/11/2023	4135	Mid-States Automation & Control, Inc.	HS HVAC Repairs	\$ 4,400.32
07/11/2023	4135	Mid-States Automation & Control, Inc.	HS Maintenance Contract	\$ 3,350.00
07/11/2023	4135	Mid-States Automation & Control, Inc.	MS Maintenance Contract	\$ 3,875.00
07/11/2023	4136	Minden Hardware	Supplies, Maintenance, & Repairs	\$ 687.88
07/11/2023	4137	Minden Lumber & Concrete	Grounds Supplies	\$ 55.99
07/11/2023	4137	Minden Lumber & Concrete	HS Concrete Repairs	\$ 104.28
07/11/2023	4138	Mosyle Corporation	iPad Management Software	\$ 11.00
07/11/2023	4139	Napa Auto Parts	HS Industrial Tech Supplies	\$ 600.99
07/11/2023	4139	Napa Auto Parts	Industrial Tech Supplies	\$ 124.40
07/11/2023	4139	Napa Auto Parts	Lawn Mower Repairs	\$ 27.97
07/11/2023	4140	NCSA	NCSA Educator's Academy	\$ 150.00
07/11/2023	4140	NCSA	NCSA Legal Implications Session	\$ 100.00
07/11/2023	4141	Ne Association School Boards	2023 School Leaders & Law Conference	\$ 350.00
07/11/2023	4142	Nebraska Department of Motor Vehicles	Bus Driver Records Requests	\$ 82.50
07/11/2023	4143	One Source	Background Checks	\$ 101.00
07/11/2023	4144	Perma-Bound	HS English Books	\$ 60.08
07/11/2023	4145	Presto-X Company	Pest Control Services	\$ 169.64
07/11/2023	4146	REK Enterprises,	Chainsaw Chain Sharpening	\$ 8.00
07/11/2023	4147	Schindler Elevator Corporation	Elevator Maintenance Agreement	\$ 256.50
07/11/2023	4148	School Fix	MS Desk Repairs	\$ 924.96
07/11/2023	4149	School Specialty, LLC	3rd Grade Supplies	\$ 19.43

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
07/11/2023	4149	School Specialty, LLC	MS Art Supplies	\$ 86.80
07/11/2023	4150	Syndicate Publishing, LLC	Board Meeting Minutes	\$ 68.17
07/11/2023	4150	Syndicate Publishing, LLC	Board Notices	\$ 5.65
07/11/2023	4151	Teaching Strategies, LLC	GOLD Online Assessment Portfolios	\$ 506.00
07/11/2023	4152	Verizon Wireless	Wireless Hot Spot Data Plan	\$ 160.04
07/11/2023	4153	Ward's Science	HS Ag Supplies	\$ 46.01
07/11/2023	4154	Widdifield, James T	June Reimbursement	\$ 335.12
07/11/2023	4155	Woodward's Disposal Service, Inc.	Shredding Service	\$ 60.00
07/11/2023	4156	Wright Express Fleet Services	Fuel	\$ 1,250.08
07/11/2023	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 28.15
<b>Subtotal</b>				<b>\$ 532,953.23</b>
<b>Net Payroll - July 2023</b>				<b>\$ 351,364.96</b>
<b>Total General Fund Disbursements - July 2023</b>				<b>\$ 884,318.19</b>

**Secretary**     Kevin Raun

# Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
5886	6/7/2023	LinPepCo Partnership	Beverages	\$ 62.75
5887	6/7/2023	Village Uniform	Kitchen Rag and Apron Service	\$ 238.80
5888	6/7/2023	Mhs Activities Fund	Student Account Refund (to pay Library Fine)	\$ 5.99
5889	6/7/2023	Dollar General	Lunch Room Supplies	\$ 18.40
5890	6/7/2023	Egan Supply Co.	Freezer Bags - 2 Gallon	\$ 100.92
5890	6/7/2023	Egan Supply Co.	Freezer Bags - Gallon	\$ 208.14
5890	6/7/2023	Egan Supply Co.	Freezer Bags - Quart	\$ 103.68
5890	6/7/2023	Egan Supply Co.	Vinyl Gloves - Large	\$ 122.56
5890	6/7/2023	Egan Supply Co.	Vinyl Gloves - Medium	\$ 122.56
5891	6/7/2023	Cash-wa Distributing Co.	Commodities	\$ 5,319.68
5892	6/7/2023	Hiland Dairy	Milk Products	\$ 2,247.42
409	7/11/2023	Ameritas Life Insurance Corp..	EE Vision Insurance Premiums	\$ 8.96
410	7/11/2023	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 2,219.35
415	7/11/2023	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 5.50
415	7/11/2023	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 4.05
415	7/11/2023	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 10.68
416	7/11/2023	Minden Public Schools	EE & ER Retirement Contributions	\$ 764.47
416	7/11/2023	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 208.34
417	7/11/2023	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 854.20
418	7/11/2023	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 119.18
<b>Subtotal</b>				<b>\$ 12,745.63</b>
<b>Net Payroll - July 2023</b>				<b>\$ 2,589.51</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 15,335.14</b>

**Minden Public Schools**  
**East Elementary/Minden Public Preschool**  
**July 2023 Report to the Board of Education**  
**Mrs. Sandy Pohl, Administrator**

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**Early Intervention Services:** Sara Anderson and Alyssa Schneider continue to serve families through Individual Family Service Plans during their summer contracted days. IFSP meetings take place as needed during the months of June and July involving qualified families, Miss Anderson, Mrs. Stott, Mrs. Schneider, and Mrs. Pohl.

**Summer Enrichment:** The summer enrichment program at East concluded on June 27th. This program, led by Carly Miller, served close to fifty children throughout the month.

**MANDT:** The MANDT system is designed to help develop a culture that provides emotional, psychological, and physical safety for every member of an environment. ESU 11 held a recertification training in early June in which members of East Elementary's staff attended.

**Community For Kids Grant Opportunity:** The following is a press release outlining an exciting opportunity for our youngest community members. Pictured are members of our community who attended our orientation meeting.

The community of Minden has recently been selected to be part of Nebraska Children and Families Foundation Communities for Kids, a state-wide initiative which supports young children, families and those providing their care. The Communities for Kids initiative is a multi-year planning and implementation initiative that was created in response to community requests for assistance with shortages of high-quality early childhood care and education programs. These shortages impact children's optimal development and also pose a challenge for communities hoping to attract and retain the viable workforce they need to thrive.

The Minden C4K team held an orientation meeting on June 20<sup>th</sup> at the Minden High School Media Center. Participants discussed early childhood strengths of our community, the possible needs in the area of early childhood, as well as began developing a mission and vision for this project. The Minden C4K team looks forward to continuing this process in order to support the youth and families in our community.

In support of the participating communities, Communities for Kids will provide assistance and expertise to the community of Minden with:

- engaging stakeholders in identifying the strengths and gaps of the current early care and education resources in the community.
- using informed decision-making to determine strategies for meeting the priority needs identified by the community and creating a business plan if needed.
- connecting communities with experts and research, best practices, implementation, quality measurements, financing, use of government/public resources, and design, etc.
- exploring and assisting communities with applying for all available sources of funding (private/public grants, public funding programs such as childcare subsidy, no- or low-interest loans, etc.).

“Communities for Kids is excited to work closely with Minden community partners using a collective impact approach to address their quality early care and educational needs. With this approach community partners will lead the way by determining their own needs and strengths while Communities for Kids provides support and technical assistance along the way.” said Shonna Werth, Associate Vice President of Early Childhood Programs at Nebraska Children and Families Foundation.



# Minden High School

## July 2023

### Board of Education Report



#### Summer School

During the 2023 high school summer school session, 17 students worked on credit recovery courses. Between those 17 students, 52 courses were completed. Our students worked independently to complete quizzes, tests, and projects through an online system.

Sydney Dierks

Minden High School

#### Summer Honors:

Seventeen Minden students were selected to attend Educational Service Unit #11's Summer Honors Program held in Holdrege for two weeks in June:

Benezith Alarcon	Logic
Adalle Banzhaf-Diaz	Film
Sophia Birkestrand	Creative Writing
Allison Burchell	Logic
Carmin Gramke	Drama
Mason Johnson	Agriculture
Mattie Kamery	Medical Science
Treven Keen	Computer Science
Addison Klabunde	Drama
Kinsie Land	Art
Gracie Lee	Drama
Evan Porter	Drama
Arabella Reed	Film
Tucker Robinson	Drama
Cadence Shrader	Webmaster/Photographer
Kaitlyn Vahl	Film
Cheyenne Vahl	Drama

Six of the twelve students accepted into the Drama class were from Minden. One of Kinsie Land's art pieces was chosen as best in show by her fellow artists in the Art class. The students had a wonderful two weeks of learning and socializing with students from the other service unit schools. The summer honors program has been in place since 1978 and has a wonderful record of enriching students' lives and influencing their career choices. This year, four of the summer honors instructors were also summer honors students back when they were in high school. One of these instructors, Taylor Majerus (art), is currently an assistant speech coach at Minden High School.

Jeffrey Horner

High School Guidance Counselor



**Minden Public Schools**  
**C.L. Jones Middle School**  
**July 2023**  
**Report to the Board of Education**  
**Mrs. Chelsey Jensen, Administrator**

The following information is a list of highlights at C.L. Jones Middle School:

**Summer School-**

We concluded the middle school Summer Enrichment Learning Program on June 29, 2023. We had approximately 20 students participate during the month of June. The students worked hard on language arts and math enrichment activities throughout the month. Not only did the students and staff work hard, we played hard. We were able to trek to the Minden Opera House to watch The Crane River Theater Company present Spongebob Squarepants- the Musical. We also visited the summer school students at East Elementary to lead some STEM learning projects for them. Finally, we concluded our Summer Enrichment Learning Program with a trip to the Minden swimming pool, where the students were able to swim. Thank you to Camille Collins for giving us the opportunity to celebrate at the pool! A big thank you to our summer school teachers- Colleen Thatcher, Cayley Carpenter, Erin Grant and Abria Fisher.

**Summer Cleaning and Maintenance-**

Thank you to our MPS maintenance and custodial crews for their hard work this summer to ensure our buildings are ready for students soon!

**New Additions-**

We have a few new staff members to add to our CLJMS family for the 2023-2024 school year.

4-8th Art- Mrs. Sarah Rosno

4th Grade- Ms. Erin Lempka

6th Grade- Mrs. Betsy Olson

MS & HS Vocal Music- Ms. Ivey Zimmerman

Miss Abria Fisher- Paraeducator

Mrs. Christa Gottsch- Paraeducator

Ms. Melanie Beck- Paraeducator

Mrs. Sofia Sindt- Paraeducator

Welcome to Minden Public Schools- we are glad you are here!

**MANDT Training-** Throughout the months of June and July several C.L. Jones Middle School staff members have participated in MANDT training through Educational Service Unit 11. MANDT training is a relationally based program that uses a continuous learning and development approach to prevent, de-escalate, and if necessary, intervene in behavioral interactions. Thank you CLJMS staff members for taking time out of your busy summer to participate in this training!

**C.L. Jones Middle School Open House-**

For 4-8th grade students, the CLJMS Back-to-School Open House will take place on August 14, 2023 from 6:00-7:30 PM at C.L. Jones Middle School. Students and families are encouraged to visit the building, meet with the teachers, and tour the building anytime between 6:00-7:30 PM. The back to school welcome banner will be in front of the middle school building from August 14-16th so be sure to stop by for a quick photo. We hope to see everyone there!

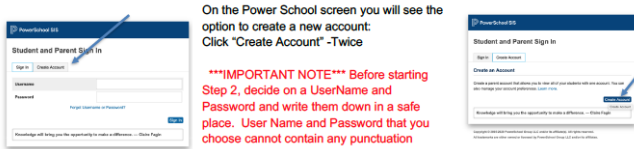
**Student/ Parent Information for 2023-2024 School Year:**

- School begins August 16, 2022 at 8:00 AM with a 3:30 PM dismissal
- Friday August 18, 2022 will follow a regular Friday schedule with an 8:00 AM start and 2:10 PM dismissal for middle school students
- Student drop-off begins at 7:30 AM- Students should report directly to the gymnasium upon arrival each morning
- Breakfast will be served in each classroom beginning at 8:00 AM (optional but offered to all students)
- Store bought birthday treats may be sent to school, if you choose. Please do not send treats to school that contain nuts
- Please notify the office before 8:30 AM if you student is going to be absent (308.832.2338)
- Information will be shared on our website, <https://www.mindenwhippets.org/o/cl-jones-middle>
- Follow us on twitter @cljonesms
- Powerschool is an online database our school uses to organize and manage student information. Each student and parent has their own Powerschool login and password. If you need help accessing Powerschool, please email [tiffny.widdifield@mindenwhippets.org](mailto:tiffny.widdifield@mindenwhippets.org). If you do not have a Powerschool username and password and need to create one, please see the instructions below.

**Create a Parent Single Sign-On Account**

Powerschool now requires parents/guardians to set up their own accounts. Parents/Guardians must create a Single Sign-on Account (SSO), which allows them to choose one username and password combination to access information for ALL children in their family.

In order to set up a Parent Single Sign-on Account go to the Minden school website: [www.mindenwhippets.org](http://www.mindenwhippets.org)



**Create Parent Account**

Parent Account Details

First Name  
Last Name  
Email  
Re-enter Email  
Student's Username  
Password  
Re-enter Password

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1  
Student Name  
Access ID  
Access Password  
Relationship

2

Fill in all your information : See IMPORTANT NOTE ABOVE

Enter additional information for your children –

If you do not have your Access\_ID and Access\_Password, please contact Mrs. Jensen([chelsey.jensen@mindenwhippets.org](mailto:chelsey.jensen@mindenwhippets.org)) or Mrs. Widdifield([tiffny.widdifield@mindenwhippets.org](mailto:tiffny.widdifield@mindenwhippets.org))

**This Access ID is the Parent's Access ID and Password NOT the Students**

ENTER when you have finished entering all information. You will have to go to your email and verify your email account.

Then you will be able to log in using the Username and Password that you chose when setting up your account. This is the area you will log into on all future visits to PowerSchool.

## **Do you want to know more about 7th & 8th Grade Math options?**

### 7th grade math courses

Math7- A traditional middle school mathematics course at the 7th grade level.

Pre-Algebra7- Upper level math course, meant to challenge students that exceed seventh grade norms in mathematics. This course is aligned with the Pre-Algebra course offered at the high school level.

### 8th grade math courses

Math8- A traditional middle school mathematics course at the 8th grade level.

Pre-Algebra 8- An upper level math course, aligned with the Pre-Algebra course offered at the high school level, meant to challenge students that exceed eighth grade norms in mathematics.

Algebra8- Upper level math course, aligned with the Algebra course offered at the high school level. This course is meant to challenge students that exceed eighth grade norms in mathematics and will require ample practice time outside of class.

Students will not earn high school credits for completing upper level courses while in middle school. However, taking these courses while in middle school gives students the opportunity to take higher level math courses while in high school.

How is placement determined?

Mathematics rubrics are used to determine student placement into upper level mathematics courses. These rubrics focus on three main areas-

- 1) Previous School Year's Mathematics Course Final Semester Average
- 2) Previous School Year's Mathematics Course Study Skills
- 3) Spring MAP Math Scores

The middle school math instructors and Mrs. Jensen meet to analyze individual student assessment results by identifying strengths/ weaknesses in each of these areas. Scoring in each area on the mathematics rubric determines each student's recommended math course option for the next school year.

See attached rubrics below for additional information.

## Math Placement Criteria for 7th Grade

### 6th Grade Final Sem. Average

90 - 100 = 3 points  
 80 - 89 = 2 points  
 70 - 79 = 1 point  
 Below 70 = 0 points

### Study Skills Rubric

18 - 16 = 3 points  
 15 - 13 = 2 points  
 12 - 10 = 1 point  
 Below 10 = 0 points

### Spring MAP Score\*

High = 3 points  
 High Avg. = 2 points  
 Average = 1 point  
 Low = 0 points

\*Operations and Algebraic Thinking

### Recommended Placement (circle one):

**PreAlgebra  
(8-9 points)**

**7th Grade Math  
(below 8 points)**

### 6th Grade Math Final Sem. Average:

- 90-100%
- 80-89%
- 70-79%
- Below 70%

### Math Placement Study Skills

This document will serve as one of the criteria used for possible placements into the 7th grade math courses. It will be completed by the 6th grade math instructor prior to course registration. Please include comments if necessary.

Class performance	Most of the time	Some of the time	Rarely	Comments
	3	2	1	
Completes quality work on time				
Attends school regularly				
Is able to clearly show work to support an answer or justify a solution				
Can correctly apply the concept to real world application problems				
Shows persistence in attacking new concepts				
Advocates for self (asks questions, seek additional help, checks on grades, etc.)				
<b>Column total points</b>				<b>Final Total:</b>

## Math Placement Criteria for 8th Grade

Name \_\_\_\_\_

7th Grade Final Sem. Average

90 - 100 = 3 points  
 80 - 89 = 2 points  
 70 - 79 = 1 point  
 Below 70 = 0 points

Study Skills Rubric

18 - 16 = 3 points  
 15 - 13 = 2 points  
 12 - 10 = 1 points  
 Below 10 = 0 points

Spring MAP Score\*

High = 3 pts (243 or higher)  
 High Average = 2 pts (232-242)  
 Average = 1 point (227-231)  
 Low = 0 points

\*Operations and Algebraic Thinking

**Total points:** \_\_\_\_\_

**Recommended Placement (circle one):**

**Algebra 1**  
(8-9 points)

**Pre Algebra**  
(6-8 points)

**8th Grade Math**  
(below 6 points)

### Math Placement Study Skills

This document will serve as one of the criteria used for possible placements into the 8th grade math courses. It will be completed by the 7th grade math instructor prior to course registration. Please include comments if necessary.

Class performance	Most of the time	Some of the time	Rarely	Comments
	3	2	1	
Completes quality work on time				
Attends school regularly				
Is able to clearly show work to support an answer or justify a solution				
Can correctly apply the concept to real world application problems				
Shows persistence in attacking new concepts				
Advocates for self (asks questions, seek additional help, checks on grades, etc.)				
<b>Column total points</b>				<b>Final Total:</b>



**MINDEN PUBLIC SCHOOLS**  
**ACTIVITIES/ATHLETIC DEPARTMENT**  
**Jason Strong, Asst. Prin./Act. Dir.**

**622 W. 3rd Street**  
**Minden, NE 68959-1598**  
**308-832-2254 School**  
**308-832-1892 Fax**

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**July 2023 BOARD MEETING**  
**ACTIVITY DIRECTOR REPORT**

**Summer Camp Updates:**

Boys Basketball has traveled to 5 different basketball camps this summer including at Adams Central, Kearney Catholic, Central City, Wahoo, and Cozad. We also have scrimmaged Alma, Phillipsburg, and Southern Valley a few times. It's been a VERY busy and helpful summer for the boys. We also had Caden Bradley play in 2 all star games: one in Kearney and the SWC all star game in Minden alongside Seth Hauserman. The wrestling team hosted a camp with clinician Tate Lowe who is the four time Kansas Coach Of The Year. There were a total of 25 boy and girl wrestlers who attended the camp. Five of our FBLA members attended the National Leadership Conference June 27th - 30th in Atlanta, GA. The five students competed in three different competitions: Introduction to Event Planning, Network Design, and Impromptu Speaking. While we weren't able to bring home any hardware, the students were able to network with many of FBLA's top leaders and bring home information that will help our chapter achieve more success this upcoming school year.

Congratulations to Cadence Shrader and Addison Klabunde for finishing as the runner up (chapter service project) as well as Carmin Gramke for a top 10 finish (fashion design) at FBLA National Leadership Conference in Denver!  
JOB WELL DONE!

We have had a solid turnout for our summer weight room training program so far. For the first time, Coaches Wilson and Wragge started a summer weight training program for 7th and 8th grade kids. They met three days a week and the students learned proper form and technique. The middle school weights program averaged 16-20 kids each day which was a great turnout! The high school weights program has also been running well throughout the month of June. The girls and boys each have separate time slots so that we can keep the numbers to a safe and manageable level. The attendance for the boys summer strength and conditioning workouts has been excellent. We have been averaging high school 45 boys per day Mon.-Thur. We are also open Fridays for anyone that missed a day earlier in the week. Our kids have been working hard to train and prepare for the upcoming seasons.

On July 25th-27th we will be sending a total of 10 of our coaching staff to the Nebraska Coaches Association All Sports Clinic in Lincoln. This clinic is a great opportunity for our coaches to attend high quality learning sessions where they will pick up on new strategies and techniques they can incorporate into their programs. This clinic is also a great opportunity for our coaching staff to interact and network with other coaches from around the state. The really great part of this clinic is that it includes all sports and provides high quality learning sessions for all athletic coaches, athletic trainers, and athletic directors. Attending this clinic is a great way for our coaches to prepare for the upcoming seasons!

The passage of the 4th of July brings about a period of time where I really start preparing for the fall activity season. I have been busy finalizing schedules for all activities, scheduling and securing officials for our home contests, and updating handbooks with minor changes. It has been a fantastic summer so far, and I am looking forward to enjoying the rest of July as well as getting our activities back going in August!

**Superintendent Report**

Meeting: July Board Meeting

Date: 7/10/23

Mr. Widdifield

=====

**Topics:**

Summer Projects: We are completing projects around all the schools and plan to have everything completed on our summer project list by the 1<sup>st</sup> of August. We will continue to work on safety and security upgrades around all the buildings. I am thankful for the rain; it has allowed us to see what roof issues we have in our facilities. I am happy to say that East Elementary and High School are good. The middle school needs help with the Activities gym. We are on the list to get that fixed.

Budget/NDE requirements: Jeremy and I continue to work on budget figures along with some NDE paperwork for July and August. We have a few things coming together and waiting on some finalized numbers to meet with the Board to discuss the 2023-24 school year.

School Improvement Cycle: We will start our next five-year cycle for NDE. We will continue to work on our data trends, MTSS, and opportunities for our students. These will be a few things we cover starting the new school year.

Thank You: Thank you to all the custodial and maintenance staff for the work in and out of the building. Our grounds look fantastic, and we have tackled large projects in all the buildings. We have much work to do, but we will be ready for the school year.

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other items of value to be awarded shall cost more than \$200.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. Sections 13-2201 to 13-2204  
Neb. Rev. Stat. Sec.79-546

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesResignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829.

Date of Adoption: [Insert Date]

Students

Naloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of Adoption: [Insert Date]

InstructionParental/Community Involvement in Schools

Kearney County School District 0503, a/k/a Minden Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: December 15, 2009  
Date Reaffirmed: May 10, 2021

InstructionCombined District and School Title I Parent and Family Engagement Policy

Minden Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

**In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. Sections 6318 and 7801(32)

Date of Adoption: July 9, 2018

Date Amended:

May 10, 2021

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

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

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

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

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

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

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

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

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

Minden] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

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

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

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

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Minden High School:**

A maximum of ten (10) days of absences (excused or unexcused) or ten (10) absences per class (excused or unexcused) per semester is allowed without affecting a student's credit for each class enrolled.

Excused Absences

An excused absence is one due to illness, medical appointment, funerals, etc., or an absence previously requested by the parent or guardian and acknowledged as excused by building administration.

If a student is absent due to illness, the parent or guardian must notify the building principal's office prior to 8:30 a.m. If the office has not been notified by 8:30 a.m., the principal's office will try to contact the parent or guardian to obtain the reason for the absence. If the parent or guardian cannot be contacted, the principal's office will contact the proper authorities to investigate the absence. When a student gets ill in school, the student needs to report to the office. Parents will be notified of the illness and the student will be sent home upon parental permission. When students return to school from an illness, they need to report immediately to the office to pick up an admit slip so they may be admitted into class. Students will be allowed two (2) days to make up work missed for each day they are recorded as excused.

For any planned absence, the school requests to be notified by the parent or guardian the same number of days or periods prior to the planned absence as the days or periods to be missed. An example would be if a student was planning on being gone for two days, then the office would like to know about the absence two (2) days in advance of the absence.

**Excused absences do count toward the ten (10) days or ten (10) classes absent.**

#### Unexcused Absences

Absences not defined in the preceding paragraphs or meeting the above criteria will be considered unexcused absences. Students who receive an unexcused absence will be required to make up all classroom work and may be assigned make up time for each class missed.

**Unexcused absences do count toward the ten (10) days or ten (10) classes absent.**

#### School Sponsored Activities

School sponsored activities such as field trips, extra-curricular activities, athletic trips, etc. do not count toward the ten (10) days or ten (10) classes absent.

#### Zero-Credit Status

On the fifth (5th) absence from school in the semester or fifth (5th) class absence for the semester, the office will send a letter to the parent stating the student has missed five (5) days or five (5) class periods.

The tenth (10th) absence from school in the semester or tenth (10th) absence from class in the semester will result in loss of credit. Parents will be given the appropriate Appeals for Credit forms. The Appeals for Credit forms must be completed and returned to the high school office prior to the last day of the semester to be considered by administration.

Due process can occur if the parent disagrees with the decision of the Principal and Assistant Principal by requesting a hearing with the Minden Public Schools' Administrative Team. The head of the Administrative Team will schedule a meeting with the team, student, and parent to review the appeal. The decision of the Administrative Team is final.

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

Date Adopted: August 11, 2009

Date Reaffirmed: May 10, 2021

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,137  
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 11, 2009  
Date Reaffirmed: June 13, 2022

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual’s background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.
  
2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)  
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34  
CFR Part 108  
LB 705, § 126.

Date of Adoption: [Insert Date]

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: [Insert Date]

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication may be administered; and
  - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: [Insert Date]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159  
LB 705, § 4 (2023)

Date of Adoption: [Insert Date]

## Students

### Full-time and Part-time Enrollment

#### Full-time Enrollment

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

Exceptions are permitted only for:

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

#### Part-Time Enrollment of Non-Public School Students

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

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

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

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

A. Non-Public School Student Enrollment Application Procedures.

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

**B. Non-Public School Student Admission**

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

**C. Non-Public School Student Enrollment Standards**

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

**D. Non-Public School Student Policies**

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except

where appropriate to reflect their part-time status.

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

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526  
LB 705, § 75  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school.

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The

student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
  - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
4. **Emergency Exclusion:** A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from

school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or

engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

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

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

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

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

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

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

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

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

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

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to

copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

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

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
  - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
    - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
    - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
    - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds

during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

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

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a

relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

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

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

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

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

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

**A. ALTERNATIVE EDUCATION PROGRAM:**

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

**B. EDUCATION PLAN PROGRAM:**

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

(d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference:      Neb. Rev. Stat. Sec. 79-266  
                                 NDE Rule 17

Date of Adoption:      [Insert Date]

**SECTION 79-266(2) PLAN**

Student: \_\_\_\_\_

Date and Participants: \_\_\_\_\_

(List parent or legal guardian, school representative, and community or agency representative)

**(a) Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

**(b) Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

**(c) Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

**(d) Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by \_\_\_\_\_  
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

## Students

### Extracurricular Activity

#### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

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

#### **Section 2 Extracurricular Activity Code of Conduct**

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community.

Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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

- school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
  9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
  10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
  11. Repeated violation of any of the school rules.
  12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
  14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  15. Willfully violating the behavioral expectations for those students riding Minden Public Schools buses or vehicles used for activity purposes.
  16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
  18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
  19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
  20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

**Drug and Alcohol Violations.****Meaning of Terms.**

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

**Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

**Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried

over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.

5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

- ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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.

**Section 4 Academic Standards**

Participation in extracurricular 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 show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are a part of the student’s grade requirements.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: August 11, 2009

Date Reaffirmed: May 10, 2021

Date Amended: July 10, 2023

StudentsGraduation

To participate in commencement exercises or receive a Minden Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Minden Public Schools must accumulate 220 hours. The total graduation requirements must include the following core curriculum:

English	40	Semester Hours
Science	20	Semester Hours
Math	20	Semester Hours
Social Studies (American History and American Government and one other Social Studies course)	30	Semester Hours
Physical Education	10	Semester Hours
Speech I	5	Semester Hours
Required	125	Semester Hours
Electives	95	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

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

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2021;
- Mathematics standards that were approved by the State Board in September, 2022;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in November, 2019.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:      Neb. Rev. Stat. Sections 79-2,101 to 79-2,102  
                                 Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296  
                                 Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Adoption:    [Insert Date]

InstructionSpecial Education

Minden Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

**1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

**2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities, through the age of twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to

publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### **5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur 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 (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

### **9. Disciplinary Removal of Children with Disabilities**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

### **10. Evaluation, Identification, and Reevaluation Procedures**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The

District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

#### **11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

#### **12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### **13. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

#### **14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Accessibility of IEP and Responsibility to Implement**

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

**16. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**17. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**18. Access to Instructional Materials**

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**19. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the 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. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**20. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**21. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**22. Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

**23. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. Sec. 79-1110 to 79-1167  
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

InstructionFirearm Policy

It shall be the policy of the Minden Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

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

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

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

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

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

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

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

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

Date of Adoption: [Insert Date]