

Board of Education Regular Meeting

Wednesday, July 13, 2016 6:30 PM

East Butler School  
212 South Madison Street  
Brainard, NE 68626-0036

Jan Bostelman: Present

Stonie Cooper: Absent

Mark Janak: Present

Megan Kozisek: Absent

Nate Radenslaben: Absent

Chris Rezac: Absent

Kim TePoel: Present

Marlene Wade: Present

Dan Zysset: Present

1. Call Meeting To Order

2. Roll Call

Excuse Stonie Cooper, Megan Kozisek, Nate Radenslaben, and Chris Rezac Passed with a motion by Jan Bostelman and a second by Kim TePoel.

Jan Bostelman: Yea, Mark Janak: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

### 3. Flag Salute

### 4. Approve Agenda

Motion to approve the agenda as modified. Passed with a motion by Jan Bostelman and a second by Dan Zysset.

Jan Bostelman: Yea, Mark Janak: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

### 5. Patron's Comments

### 6. Informational Items

#### 6.1. Preliminary Budget and Timeline

#### 6.2. Summer Renovations Update

### 7. Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Jan Bostelman and a second by Mark Janak.

Dan Zysset: Abstain (With Conflict), Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea

#### 7.1. Approval of Minutes

#### 7.2. Treasurer's Report

#### 7.3. Approve Paraprofessional Hires

### 8. Regular Agenda

Table Distance Learning Bill Passed with a motion by Kim TePoel and a second by Jan Bostelman.

Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

#### 8.1. First Reading of Policy Revisions Supplied by Perry, Guthery, Haase & Gessford, P.C., L.L.O.

#### 8.2. School Lunch Prices

Increase elementary lunch to \$2.00; High School remains at \$2.50 and all other prices for breakfast and reduced lunch remain the same. Passed with a motion by Kim TePoel and a second by Jan Bostelman.

Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

#### 8.3. Student & Teacher Handbooks Approval

Approve Student and Teacher Handbooks as presented including the changes in lunch prices.

Passed with a motion by Nate Radenslaben and a second by Dan Zysset.

Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

8.4. e~Funds as our electronic payment system

Approve eFunds as our electronic payment system and the school will absorb the 5 cent per transaction fee Passed with a motion by Dan Zysset and a second by Nate Radenslaben.

Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

9. Administrative Comments

10. Items for next Meeting

11. Adjournment

Motion to adjourn at 7:38 P.M. Passed with a motion by Dan Zysset and a second by Mark Janak.

Jan Bostelman: Yea, Mark Janak: Yea, Nate Radenslaben: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

East Butler  
Public  
School  
Budget  
Rough Draft

2015

## **GENERAL FUND**

The General Fund finances all facets of services rendered by the school district. General Fund receipts are analyzed according to source while its disbursements are classified according to specific functions. The General Fund is maintained by all operating school districts in the State. General Fund expenditures are limited by statute. The general fund also supports our transfers to the Depreciation, Activity, and School Lunch Funds. The tax levy for this fund is also restricted.

Our general fund increases are due to compensation increases, additional staff, additional professional development programing, computer purchases, and increases in cost of operations.

### **GENERAL FUND BUDGET**

2016-17	\$6,209,782.00
2015-16	\$5,961,835.00
2014-15	\$5,892,136.00

## **DEPRECIATION FUND**

The Depreciation Fund may be established in order to facilitate the eventual purchase of costly capital outlay by reserving such monies from the General fund. The purpose of this fund is to spread replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to meet such an expense. To allocate monies from the General Fund, a school district will show the movement of monies as an expense from the General Fund and the Depreciation Fund will show the revenue as a transfer from the General Fund. The current balance is \$187,599.00. The proposed budget will transfer \$120,000.00 to the Depreciation fund in the 2016-17 school year.

## **EMPLOYEE BENEFIT FUND**

An Employee Benefit Fund may be established in order to specifically reserve General Fund money for the benefit of school district employees (unemployment compensation, early retirement, health insurance deductibles, etc.) Money is allocated to this fund as a transfer from the General Fund as an expense. Our present balance is \$4042.00. If the board were to approve a TERIP a transfer from the General Fund would be part of the 2017-18 budget.

## **ACTIVITIES FUND**

The Activities Fund is required to account for the fiscal operations of (quasi-independent) student organizations, inter-school athletics, and other self-supporting or partially self-supporting school activities. The inclusion of such accounts in the General Fund would distort the financial position of the basic school operation and would complicate the computation of the net revenue

or expenditures. Our balance is presently \$78,717.00. The 2016-17 budget has a transfer of \$30,000.00 from the General Fund to support the Activities Fund.

### **SCHOOL LUNCH FUND**

The School Lunch Fund is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The Lunch Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund. The 2016-17 budget has a transfer of \$30,000.00 from the General Fund to support the School Lunch Fund. Our present balance is approximately \$400.00.

### **BOND FUND**

The Bond Fund shall be used to record tax receipts and the payment of bond principal and interest of a capital improvement project. Revenue from a levy to retire bonds in any school is retained in a separate fund by the county treasurer. We have approximately \$88,0000.00 in payments to the Prague Bond scheduled for the 2016-17 budget year. This will complete payment on the bond. Presently we have sufficient resources with the Saunders County Treasurer to complete payment so this the Bond Fund will not require a levy allocation for the 2016-17 budget.

### **SPECIAL BUILDING FUND**

A Special Building Fund shall be established when a school board decides to acquire or improve sites and or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for Special Building Fund.

The current balance of the Building Fund is approximately \$1,321,800.00. I have not yet determined the levy allocation for the Special Building Fund. I will do so after the board considers recommendations from the Facility Enhancement Committee, considering the state of our projected levy as compared to our levy historically, and consulting with the budget committee.

### **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

This fund may be established for the removal of environmental hazards and the reduction or elimination of accessibility barriers in school buildings. The tax levy for and duration of this fund is restricted. It is through this fund we make payments to the Build America Bond which was used for a HVAC project. For the 2016-17 we will have approximately \$190,000.00 in payments with \$2,180,000.00 remaining on the bond.

## **STUDENT FEES FUND**

The Student Fee Fund, as authorized by statute, is a separate fund not supported by tax revenue. Includes all money collected from students pursuant to the Public elementary and Secondary Student Fee Authorization Act. Included are fees for Extracurricular Activities, Postsecondary Education and summer or Night School. Our balance in the Student Fees Fund is presently \$20,275.00.

## **PROPERTY VALUATION**

- ▶ 2014-2015      \$768,651,328.00
- ▶ 2015-2016      \$852,502,931.00

## **STATE AID**

- ▶ 2014-2015      \$73,442.00
- ▶ 2015-2016      \$19,379.81
- ▶ 2016-2017      (\$121.00)

Board of Education Regular Meeting  
June 08, 2016 6:30 PM  
East Butler School - Brainard

1. Call Meeting To Order at 6:30 P.M.

2. Roll Call: Present Board Members: Jan Bostelman, Mark Janak, Megan Kozisek, Nate Radenslaben, Chris Rezac, Kim TePoel, & Marlene Wade. Absent: Stonie Cooper & Dan Zysset. Also present: Mr. Sam Stecher, Superintendent, Mr. Michael Eldridge, Secondary Principal, and Mr. Shawn Biltoft, Elementary Principal.

Motion Passed: To excuse the absence of Stonie Cooper and Dan Zysset passed with a motion by Chris Rezac and a second by Marlene Wade.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

3. Flag Salute

4. Approve Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by Nate Radenslaben and a second by Mark Janak.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes

Marlene Wade	Yes
Dan Zysset	Absent

5. Patron's Comments - None

6. Informational Items included: NWEA MAP Update; TERIP; & Budget Projection - General Fund

7. Consent Agenda

7.a. Approval of Minutes

7.b. Treasurer's Report

7.c. Approval of hires and acceptance of resignation.

Motion Passed: Motion to approve the consent agenda as presented passed with a motion by Jan Bostelman and a second by Marlene Wade.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

8. Regular Agenda

8.a. Prague Propane Bid

Motion Passed: To not contract propane for the Prague school - to use pay as we go process passed with a motion by Marlene Wade and a second by Jan Bostelman.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes

Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

8.b. Permission requested by Nebraska High School Hall of Fame

Motion Passed: To grant permission to Nebraska High School Hall of Fame to temporarily display the Brainard 1922 Championship Trophy and the Dwight 1926 Championship Trophy for a duration not to exceed 5 years passed with a motion by Kim TePoel and a second by Nate Radenslaben.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

8.c. Do The Math curriculum

Motion Passed: Approve the purchase of Do The Math curriculum as presented passed with a motion by Marlene Wade and a second by Jan Bostelman.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

#### 8.d. PreCalculus/Trigonometry Text approval

Motion Passed: A motion was made by Marlene Wade, seconded by Chris Rezac to approve the purchase of PreCalculus/Trigonometry textbooks as presented. Jan Bostelman amended the motion from: "Approve the purchase of PreCalculus/Trigonometry textbooks as presented" to: "Approve purchase of PreCalculus/Trigonometry textbooks with the administration designating the quantity to be ordered", seconded by Kim TePoel.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	No
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

Motion Passed: Approve purchase of PreCalculus/Trigonometry textbooks with the administration designating the quantity to be ordered passed with a motion by Jan Bostelman and a second by Kim TePoel.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

#### 9. Administrative Comments - Back to School BBQ

10. Items for July Meeting - Handbooks Approval; Downlist; School Lunch Prices; Facilities Update; Budget Update; TERIP; & Distance Learning.

11. Adjournment

Motion Passed: Motion to adjourn at 7:27 P.M. passed with a motion by Marlene Wade and a second by Jan Bostelman.

Jan Bostelman	Yes
Stonie Cooper	Absent
Mark Janak	Yes
Megan Kozisek	Yes
Nate Radenslaben	Yes
Chris Rezac	Yes
Kim TePoel	Yes
Marlene Wade	Yes
Dan Zysset	Absent

Kim Fuehrer  
Recording Secretary

BALANCES JUNE 1-30, 2016 FOR JULY BOARD MEETING				
	BEG. BALANCE	JUNE RECEIPTS	JUNE EXPENDITURES	MONTH END BALANCE
<b>HOT LUNCH</b>	\$887.31	\$11,487.75	\$11,901.74	\$473.32
<b>ACTIVITIES</b>				
Academic Decathlon	\$500.00			\$500.00
Ag Projects	\$1,206.35			\$1,206.35
Annual	\$8,672.11			\$8,672.11
Athletic	\$25,451.89	\$1,471.29	\$2,381.98	\$24,541.20
Box Tops for Educ	\$3,762.08	\$232.32		\$3,994.40
Cheerleaders	\$5,889.14	\$524.31	\$2,696.39	\$3,717.06
Class 2016	\$87.27		\$40.00	\$47.27
Class 2017	\$1,234.57			\$1,234.57
Class 2018	\$2,024.20			\$2,024.20
Class 2019	\$0.00			\$0.00
Close Up	\$1,019.02		\$54.00	\$965.02
Concessions	\$926.89			\$926.89
Dance Team	\$279.51			\$279.51
Drama	\$570.23			\$570.23
Drug Free Program	\$395.49			\$395.49
FBLA	\$668.74			\$668.74
FCCLA	\$473.06			\$473.06
FFA	\$9,509.92	\$717.50	\$2,224.97	\$8,002.45
FFA GREENHOUSE	\$7,011.65		\$315.98	\$6,695.67
Laptop Initiative	\$9,131.64		\$498.00	\$8,633.64
Letterclub	\$2,023.60			\$2,023.60
Miscellaneous	\$0.00			\$0.00
Music	\$547.69	\$46.29	\$31.53	\$562.45
Nat'l Honor Society	\$523.16			\$523.16
Speech	\$192.02			\$192.02
Student Council	\$762.42			\$762.42
Tiger Stripes	\$293.85			\$293.85
WR Spirit Leaders	\$1,367.02		\$554.71	\$812.31
<b>TOTALS</b>	<b>\$84,523.52</b>	<b>\$2,991.71</b>	<b>\$8,797.56</b>	<b>\$78,717.67</b>
<b>ACTIVITY FUND CERTIFICATE OF DEPOSIT</b>				
<b>DATE PURCHASED/NUMBER</b>	<b>NAME/AMOUNT</b>	<b>RATE</b>	<b>BALANCE</b>	<b>MATURITY</b>
9-3-91 #1013527	FFA Gilt Chain	0.15%	\$1,637.38	9/3/16
	\$800.00			

BILLS JULY 13, 2016		
Certified Staff	\$208,872.24	Gross Salary
Classified Staff	\$28,174.55	Gross Salary
First Nebraska Bank	\$17,538.70	FICA (District share)
Nebraska School Retirement	\$23,375.28	Retirement(Dist share)
Blue Cross Blue Shield	\$42,119.92	Insurance
SUB TOTAL OF PAYROLL	\$320,080.69	
Advanced Fire & Safety	\$1,845.98	Range hood/extinguishers
Amazon	\$379.30	Ipad covers/roof mount
BJ's Hardware	\$111.98	Janitor supply
Boystown	\$1,787.11	May sped education
Butler County Clinic	\$300.00	Bus physicals (ME/JS)
Butler Public Power Dist	\$537.44	Dwight electricity
CCS Presentation Systems	\$1,310.00	Epson powerlites
CTF Service, Inc	\$5,615.01	Fleet repair/maintenance
Canon Financial Services	\$849.00	Copiers/printers
Canon Solutions America	\$547.44	Supply program
Cassie Ruth	\$952.60	Sped services
Cathy Simmerman	\$262.16	June mileage
Central Ne Rehab	\$3,873.60	SPED services
Columbus Telegram	\$355.03	Legals/Para & Sale Ads
Computers, Etc	\$16.41	Coop order supply
Crescent Electric	\$2,932.95	Electrical supply

Culligan of Columbus	\$78.00	Ice machine service plan	
Dallas Midwest LLC	\$318.00	White board (ME)	
Darlene Kucera	\$44.07	June mileage	
David City Public School	\$718.04	Our share insurance (SH)	
Decker Equipment	\$5,208.95	4 lunch tables Dwight	
Doug McGee	\$90.40	Mileage	
E S U #1	\$60.00	Tech Institute (KB/TP)	
E S U #2	\$800.00	EIR staff training	
E S U #7	\$396.00	Networks/Nanobeam	
E S U #7	\$712.07	Production	
E S U #7	\$250.00	Tech services	
E S U #7	\$4,182.41	DL network/member fees	
E S U #7	\$21,178.05	Final sped services	
E S U #7	\$741.00	SRS-IEP/IFSP system use	
Egan Supply Co	\$470.70	Janitor supply	
Electronic Systems Inc	\$364.00	Fire alarm inspect/serv	
Everything Medical LLC	\$253.25	Coop supply	
Express Lawn Care	\$4,660.00	Weekly lawn care	
FES, LLC	\$1,900.00	Socs renew July-June '17	
First Nat'l Bank Omaha	\$14.80	Bus Permit/lunch (ME)	
Frontier Coop Co	\$403.01	Gas/diesel/supply	
Holiday Inn Express	\$279.90	Tchrs 2 nights one room	
Independent Stationers	\$25.54	Coop supply	

Jennifer Nantkes	\$390.57	May vision services	
Kuhlman & Kratochvil	\$395.00	Monthly processing	
Kuhlman & Kratochvil	\$650.00	Quickbook hosting 2016	
Madison Nat'l Life Ins	\$638.22	Disability insurance	
Mahoney Fire Sprinkler	\$640.00	Fire sprinkler inspect	
Matheson Tri-Gas Inc	\$140.30	Welding supply	
Menards Columbus	\$78.54	Internet project	
Menards Fremont	\$23.45	Trophy case locks	
Menards Lincoln	\$597.85	Supply	
Mohawk Factoring LLC	\$677.57	Front entry carpet	
N C S A	\$100.00	Student discipline (SS)	
NCSA Region 1	\$75.00	Region 1 dues (ME)	
Northeast Ne Telephone	\$153.86	Prague phone	
Oliva Audio Visual Repair	\$111.75	Computer repair	
Omaha World Herald	\$700.00	Teacher ad	
Otis Elevator	\$2,967.54	Elev service call	
Otis Elevator	\$220.50	Service July to Sept	
Paper 101	\$3,807.60	Paper order	
PerryGutheryHaaseGessford	\$75.00	Attorney fees	
Poster Compliance	\$138.00	Law Poster renewal	
Region V Services	\$699.04	Sped services	
Rumery Lawn & Landscape	\$2,064.72	FB/practice field service	

S & S Worldwide	\$24.00	Floor tape
School Specialty Supply	\$610.91	Supply
Seward Independent	\$172.97	Para/Garage sale ads
Shelby-Rising City PS	\$9,507.66	Our share insurance (DN)
Sloup Lawn Care	\$1,735.00	School lawn spraying
Staples Business	\$1,442.18	2016-17 supply
Supply Works	\$3,754.24	Janitor supply
The Wright Stuff	\$14.90	Sped supply
3D Design Inc	\$251.39	Dwt school sign/kitchen cabinet liner
Verizon Wireless	\$43.60	Cell phone
Village of Prague	\$251.93	Utilities
Wage Works	\$135.00	Monthly fee
Wahoo Newspaper	\$187.84	Legals/ads
Waste Connections of Ne	\$611.97	B/D garbage
We Do Floors & More	\$2,000.00	MPR/GYM floors re-done
Windstream Ne Inc	\$1,069.32	2081/2092/2445/Internet
Wonder Workshop	\$960.00	Lego/Robot starter pack
SUB TOTAL OF BILLS	\$102,941.62	
GRAND TOTAL P/R & BILLS	\$423,022.31	xx

GENERAL FUND COMPARISON AND UPDATE				
	14 RECEIPTS	15 RECEIPTS	14 EXPENDITURES	15 EXPENDITURES
SEPT .08	\$1,040,026.34	\$932,822.86	\$427,565.49	\$439,762.27
OCT .17	\$369,612.23	\$341,746.44	\$442,681.64	\$474,535.51
NOV .25	\$198,838.98	\$91,117.33	\$678,938.02	\$447,160.16
DEC .33	\$84,935.69	\$106,846.12	\$433,418.11	\$598,142.86
JAN .42	\$993,832.95	\$1,069,972.38	\$406,428.09	\$438,621.24
FEB .50	\$358,055.18	\$509,384.05	\$424,106.25	\$428,145.57
MAR .58	\$193,498.53	\$211,458.01	\$431,216.83	\$432,439.34
APR .67	\$185,892.43	\$228,573.03	\$417,557.63	\$556,650.16
MAY .75	\$1,308,781.12	\$1,445,716.88	\$530,187.29	\$412,072.65
JUNE .83	\$471,214.36	\$525,765.70	\$411,650.31	\$445,437.02
JULY .92	\$62,862.94		\$426,420.83	
AUG 1.00	\$71,791.97		\$352,003.75	
TOTAL	\$5,339,342.72	\$5,463,402.80	\$5,382,174.24	\$4,672,966.78
2014-15 Beginning Cash Balance \$2,029,970.40				
2015-16 Beginning Cash Balance \$1,982,494.97				
2014 denotes the 2014-15 school year				
2015 denotes the 2015-16 school year				

**EAST BUTLER PUBLIC SCHOOLS INVESTMENTS  
AS OF JULY 1, 2016 For Bd Mtg July 13, 2016**

**GENERAL FUND**

<u>NUMBER</u>	<u>TERM</u>	<u>MATURITY</u>	<u>AMOUNT</u>	<u>RATE</u>	
1026029	12 month	4/5/17	\$509.66	0.25%	McAuliffePrize (At Prague)
3212	24 month	10/1/16	\$381,747.17	0.55%	
1024535	9 month	11/15/16	\$165,592.50	0.20%	
1024295	12 month FLEX	7/13/17	<u>\$464,536.65</u>	0.25%	
			\$1,012,385.98		
41-513	Checking		<u>\$2,690,012.63</u>	0.25%	
<b>TOTAL</b>			<b>\$3,702,398.61</b>		

**DEPRECIATION RESERVE/VEHICLE REPLACEMENT FUND**

602837			\$187,599.80	0.25%
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**QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QC-PUF)**

1507069			\$442,675.06	0.05%
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**BUILDING FUND**

1041-718	Checking		\$1,038,832.33	0.05%
1024870	12 mo FLEX	6/10/17	\$221,323.45	0.25%

**EMPLOYEE BENEFIT FUND**

1505565	Checking		\$3,487.15	0.05%
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**STUDENT FEE FUND**

1502837	Checking		\$20,275.23	
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**PLEDGED SECURITIES**

FIRST NEBRASKA BANK	5/30/17	\$500,000.00	Cusip 3136G0JD4
FIRST NEBRASKA BANK	3/8/19	\$150,000.00	Cusip 313378QK0
FIRST NEBRASKA BANK	2/27/17	\$100,000.00	Cusip 3133787M7
FIRST NEBRASKA BANK	5/30/19	\$500,000.00	Cusip 3137EADG1
FIRST NEBRASKA BANK	1/30/2017	\$500,000.00	Cusip 3135G0GY3
FIRST NEBRASKA BANK	12/16/2016	\$150,000.00	Cusip 3133XHZK1
FIRST NEBRASKA BANK	11/30/2019	\$200,000.00	Cusip 912828UB4
FIRST NEBRASKA BANK	12/16/2016	\$100,000.00	Cusip 3133XHZK1
BANK OF PRAGUE	12/15/2023	\$57,000.00	Cusip 12354RAZ0
BANK OF PRAGUE	1/15/2023	\$85,000.00	Cusip 123529EQ8
FIRST NEBRASKA BANK	11/17/2017	\$150,000.00	Cusip 3133XMq87
FIRST NEBRASKA BANK	6/30/2020	\$200,000.00	Cusip 912828VJ6
FIRST NEBRASKA BANK	12/16/2016	\$150,000.00	Cusip 3133XHZK1
FIRST NEBRASKA BANK	3/8/19	\$500,000.00	Cusip 3133782M2
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$250,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	11/30/17	\$200,000.00	Cusip 3134G3VB3
FIRST NEBRASKA BANK	4/30/20	\$200,000.00	Cusip 912828VA5
<b>TOTAL PLEDGED</b>		<b>\$4,992,000.00</b>	



REVENUE REPORT THROUGH 7-1-16			
% of year completed this month .84%			
	Amount	Received	
Category	Budgeted	To Date	
1110 Property Taxes	\$4,984,705.99	\$4,753,214.16	
1115 Carline	\$4,000.00	\$2,664.21	
1120 Public Power District-Sales Tax	\$7,000.00	\$5,022.42	
1125 Motor Vehicle Taxes	\$205,000.00	\$180,029.26	
1270 Pre-School Tuition	\$10,000.00	\$7,815.00	
1410 Interest	\$5,000.00	\$4,478.70	
1610 Local License Fees	\$2,500.00	\$2,070.00	
1910 Other Local Receipts	\$500.00		
1991 Receipts from Other Districts			
2110 County Fines/Licenses	\$22,000.00	\$18,189.22	
2210 ESU Receipts	\$5,000.00	\$9,689.40	
3110 State Aid	\$19,379.81	\$19,379.81	
3120 SPED Programs/School Age	\$250,000.00	\$248,030.08	
3125 SPED Transportation/School Age	\$0.00	\$7,570.00	
3130 Homestead Exemption	\$0.00	\$32,481.42	
3135 St of Ne High Ability Learner	\$2,000.00	\$3,710.00	
3165 SPED - Below Age Five	\$0.00		
3180 Pro Rate Motor Vehicle	\$11,000.00	\$8,169.77	
3200 State Apportionment	\$52,000.00	\$58,129.02	
3300 In-Lieu-of-School Land Tax	\$0.00		
3500 State Categorical Grants	\$0.00		
3512 Dist. Ed. Incentive	\$1,000.00	\$2,000.00	
4200 Title I	\$65,749.60		
4300 TITLE VI (REAP)	\$15,000.00		
4310 Title II-A	\$0.00		
4320 Title V Grants	\$0.00		
4400 Special Education (Birth to Age 5)	\$0.00		
4402 Pre-School Transportation	\$0.00		
4404 SPED IDEA	\$0.00	\$40,592.00	
4406 IDEA	\$0.00	\$1,458.00	
4410 SPED IDEA	\$0.00	\$40,819.00	
4411 CEIS	\$0.00		
4412 IDEA NONPUBLIC	\$0.00		
4450 Medicaid in Schools	\$0.00		
4455 Medicaid Administrative Outreach	\$0.00	\$6,460.72	
5400 Sale of Property	\$0.00		
5690 Other Non Revenue Receipts	\$0.00	\$11,430.61	
TOTAL	\$5,661,835.40	\$5,463,402.80	97.00%



BUDGET CATEGORY SUMMARY					
June, 2016					
% OF YEAR COMPLETED THIS MONTH .84%					
CATEGORY	BUDGETED	JUNE	YEAR TO DATE	BALANCE	
		EXPENDITURES			
Instruction	\$2,834,740.79	\$238,732.13	\$2,300,953.45	\$533,787.34	
SPED (School Age)	\$650,656.38	\$65,864.95	\$642,650.98	\$8,005.40	
Distance Learning	\$3,000.00	\$0.00	\$0.00	\$3,000.00	
Guidance Services	\$102,352.87	\$13,191.55	\$87,550.00	\$14,802.87	
Safety/Security	\$125,283.57	\$0.00	\$0.00	\$125,283.57	
Other Pupil Support	\$22,930.70	\$620.28	\$8,906.33	\$14,024.37	
Library	\$93,342.20	\$7,697.67	\$70,766.94	\$22,575.26	
Board of Education	\$57,227.10	\$2,457.63	\$36,314.87	\$20,912.23	
Exec Admin Service	\$171,774.00	\$14,688.45	\$140,809.72	\$30,964.28	
Office of Principal	\$248,082.36	\$20,317.34	\$203,050.69	\$45,031.67	
Business Support	\$267,374.19	\$22,499.66	\$205,089.30	\$62,284.89	
Operation of Plant	\$501,042.71	\$25,573.89	\$381,794.86	\$119,247.85	
Maintenance of Plant	\$157,000.00	\$7,152.84	\$51,913.21	\$105,086.79	
Pupil Transportation	\$271,912.50	\$11,862.97	\$196,060.90	\$75,851.60	
SPED Transportation	\$30,366.43	\$324.35	\$361.15	\$30,005.28	
TITLE I Part A(4200)	\$64,749.61	\$6,164.16	\$61,619.05	\$3,130.56	
High Ability (4301)	\$0.00	\$0.00	\$845.44	(\$845.44)	
PreSchool Handicap 4404	\$0.00	\$1,289.15	\$4,322.52	(\$4,322.52)	
Medicaid Admin Outreach	\$0.00	\$0.00	\$0.00	\$0.00	
Transfers	\$360,000.00	\$7,000.00	\$369,500.00	(\$9,500.00)	
<b>TOTALS</b>	\$5,961,835.41	\$445,437.02	\$4,762,509.41	\$1,199,326.00	
				80.00%	
				Budget Expended	



SFA NAME:

## School Year (SY) 2016-17 Paid Lunch Equity (PLE) Tool Instructions

Note: Users may want to print the instructions and use them to guide users through the PLE Tool.

The PLE Tool was created to help School Food Authorities (SFAs) calculate their paid lunch price increase requirement and/or non-Federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. If the pricing requirements calculated by the PLE Tool are not met or are exceeded, the PLE Tool will also calculate any amounts, including credits or deficits carried over into the next year. Note, the weighted average prices calculated in the PLE Tool are the weighted average of all student paid lunch prices charged in the SFA.

### TIPS:

- 1) Have last year's PLE Tool available for reference
- 2) Were credits carried over from last year?
- 3) Is the current weighted average paid lunch price above the requirement?
- 4) Only the tab(s) relevant to the SFA's selection of method to meet PLE requirements need to be completed
- 5) The \$.10 cap does not mean that every SFA will raise the weighted average paid lunch price or contribute the equivalent in non-Federal funds. Depending on where the SFA is at in regards to meeting the PLE requirement, they may need to contribute less than \$.10 or may choose to contribute more than \$.10.

**For more information on amounts carried over please refer to SP 39-2011**

*This version of the PLE Tool is only applicable to SY 2016-2017. A new version of the PLE Tool will be issued for SY 2017-2018*

### The SY 2016-17 PLE Tool consists of 8 tabs:

Hyperlinks are also placed throughout the tool to navigate to the different tabs. Only the tabs for the method selected to meet the PLE requirement have to be filled out.

- Tab 1: Instructions
- Tab 2: [Annual Unrounded Requirement Finder](#)
- Tab 3: [SY 2016-17 Price Calculator](#)
- Tab 4: [SY 2016-17 Non-Federal Calculator](#)
- Tab 5: [SY 2016-17 Split Calculator](#)
- Tab 6: [SY 2016-17 REPORT](#)
- Tab 7: [SY 15-16 Price Calculator](#)
- Tab 8: [SY 10-11 Price Calculator](#)

\* The tabs (SY 15-16 and SY 10-11 Price Calculators) are for use as needed

Cells shaded this color designate data entry cells. The SFA must enter the applicable data in these cells for the tool to calculate the requirements

***Only complete the tabs for the method used for meeting the requirement (raising prices, contributing non-Federal sources, or the split calculator).***

### SFAs need the following data to calculate the Weighted Average Price for SY 2016-17:

- 1.) SY 2015-16 Weighted Average Price
- 2.) SY 2010-11 Weighted Average Price, if the SY 2015-16 Weighted Average Price is unknown
- 3.) All student paid lunch prices for October 2015

4.) Number of paid lunches served associated with each student paid lunch price in October 2015

**SFAs who have opted to contribute non-Federal sources for SY 2016-17 need:**

- 1.) SY 2010-11 Weighted Average Price, as needed
- 2.) SY 2015-16 Weighted Average Price (if different from SY 2010-11 Weighted Average Price)
- 2.) Total number of student paid lunches served in SY 2015-16
- 3.) The total dollar amount through SY 2015-16 non-Federal contribution

**SY 2016-17 WEIGHTED AVERAGE PAID LUNCH PRICE CALCULATION**

*These instructions are for SFAs increasing their weighted average prices to meet the SY 2016-17 paid lunch price requirement*

**Step 1**

Tab 2: [Annual Unrounded Requirement Finder](#)

1. Enter SY 2015-16 unrounded price requirement in the orange box.

*If the SY 2015-16 unrounded price requirement is not known then use the annual unrounded requirement*

*This figure sets the pricing requirements throughout the Tool and helps determine any amounts carried forward. This figure was calculated through the SY 2015-16 PLE Tool.*

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*After calculating the SY 2016-17 weighted average price requirement for student paid lunches, click on the link labeled " **Click here to go to SY 2016-17 Price Calculator** "*

**Step 2**

Tab 3: [SY 2016-17 Price Adjustment Calculator](#)

*The box at the top of this tab displays the SY2016-17 Weighted Average Price Requirement*

To calculate the SY 2015-16 Weighted Average Price the SFA must:

1. Enter the student paid lunch count for October 2015 associated with each paid meal price in the **Monthly # of Paid Lunches** column.
2. Enter each student paid lunch price in the SFA (including all schools – elementary, middle, high, etc) for October 2015 in the **Paid Lunch Price** column.

*Using the SY2015-16 weighted average price, the tool calculates any amounts necessary to meet the SY2016-17 weighted average price requirements and any amounts carried forward to SY2017-18.*

Tab 6: [SY2016-2017 REPORT](#)

This report is generated for use in the SY2017-18 PLE tool and displays the SY2016-2017 requirements and any amount carried forward determined on the SY2016-2017 Price Calculator

Select the SY 2016-2017 method used to ensure sufficient funds are provided for PAID lunches

**<OPTIONAL> Step 3**

**Pricing Estimation Calculator**

Once an SFA has calculated the SY 2016-17 average student paid lunch price requirement, they can use the PLE tool to determine how they want to distribute the price increase within the SFA to reach the new average paid lunch price. To do this an SFA must:

1. Enter the student paid lunch count for October 2015 associated with each student paid meal price in the **Monthly # of Paid Lunches** column.
2. Change individual student paid lunch prices until the average student paid lunch price reaches the new average student paid lunch price requirement. This amount will appear in the **Weighted Average Price** box.

Many price combinations can be used to reach the new weighted average student paid lunch price. SFAs have the flexibility to raise individual student prices as long as the weighted average student price equals the new SY2016-2017 required level.

[Go to SY 2016-17 Price Calculator](#)

## SY 2016-17 NON-FEDERAL SOURCE CONTRIBUTION CALCULATION

### Step 1

Tab 2: [Annual Unrounded Requirement Finder](#)

1. Enter SY 2015-16 unrounded price requirement in the orange box.

*If the SY 2015-16 unrounded price requirement is not known then use the annual unrounded requirement*

This figure sets the pricing requirements throughout the PLE Tool and helps determine any amounts carried forward. This figure was calculated through the SY 2015-16 PLE Tool.

After calculating the SY 2016-17 weighted average price requirement for paid lunches, go to SY 2016-17 Non-Federal Source Calculator tab

### Step 2

Tab 4: [SY 2016-17 NonFederal Calculator](#)

*The box at the top of this tab displays the SY2016-17 Weighted Average Price Requirement*

#### SY 2016-17 Non-Federal Source Contribution Requirement

1.) Enter the current weighted average student paid lunch price.

*This price may be the same as the SY 2015-2016 weighted average price determined on the Unrounded Requirement Finder tab if the SFA did not raise the weighted average price in SY 2015-2016. To determine the most current average weighted price go to the SY2015-2016 Price Calculator tab.*

2.) Enter the student paid lunch count for the entire 2014-2015 School Year in the orange **Annual # of Paid Lunches** box in the Non-Federal Source Contribution Calculator for SY 2016-17.

*The Tool will calculate the annual non-Federal source contribution for SY 2016-17 with and will apply the 10 cent cap if applicable*

2.) Enter the amount of **Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16** in the orange box labeled as such.

Based on the actual amount contributed for SY 2015-16, the tool calculates the following:

- Remaining Annual Non-Federal Source Contribution for SY 2016-17
- Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18
- Remaining Credit carried forward to SY 2017-18

Tab 6: [SY2016-2017 REPORT](#)

This report is generated for use in the SY2017-18 PLE tool and displays the SY2016-2017 requirements and any amount carried forward determined on the SY2016-2017 Price Calculator

Select the SY 2016-2017 method used to ensure sufficient funds are provided for PAID lunches

## SY 2016-17 Split Calculator

This tab is for those SFAs wishing to split their requirement by both raising prices and contributing a non-Federal source

### Step 1

Tab 2: [Annual Unrounded Requirement Finder](#)

1. Enter SY 2015-16 unrounded price requirement in the orange box.

*If the SY 2015-16 unrounded price requirement is not known then use the annual unrounded requirement*

*After calculating the SY 2016-17 weighted average price requirement for paid lunches, click on the link labeled " **Click here to go to SY 2016-17 Split Calculator** "*

### Step 2

Tab 5: [SY 2016-17 Split Calculator](#)

*The box at the top of this tab displays the SY2016-17 Weighted Average Price Requirement*

To calculate the SY 2015-16 Weighted Average Price the SFA must:

1. Enter the student paid lunch count for October 2015 associated with each student paid meal price in the **Monthly # of Paid Lunches** column.

2. Enter each student paid lunch price in the SFA (including all schools – elementary, middle, high, etc) for October 2015 in the **Paid Lunch Price** column.

*Using the SY2015-16 weighted average price, the tool calculates any amounts necessary to meet the SY2016-17 weighted average price requirements and any amounts carried forward to SY2017-18.*

### Step 3

1. Enter the weighted average price they plan to charge for student paid lunches in SY 2016-17 in the

### Step 4

To calculate the remaining amount of non-Federal sources contributions needed, the SFA must:

1.) Enter the student paid lunch count for the entire 2014-2015 School Year in the orange **Annual # of Paid Lunches** box in the Non-Federal Source Contribution Calculator for SY 2016-17.

2.) Enter the actual amount of the non-Federal source contribution in the orange box labeled **Amount of Non-Federal Source Funds Contributed from SY 2011-12 through SY 2015-16**.

Based on the actual amount contributed for SY 2015-16, the tool calculates the following:

- Remaining Annual Non-Federal Source Contribution for SY 2016-17
- Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18
- Remaining Credit carried forward to SY 2017-18

Tab 6: [SY2016-2017 REPORT](#)

This report is generated for use in the SY2017-18 PLE tool and displays the SY2016-2017 requirements and any amount carried forward determined on the SY2016-2017 Price Calculator

Select the SY 2016-2017 method used to ensure sufficient funds are provided for PAID lunches

***SFAs may use optional tabs 7 and 8 if they need to make calculations from previous years .***

SFA NAME:	
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Step 1	
Enter the SY 2015-16 Unrounded Price Requirement in the box below	SY 2016-17 Weighted Average Price Requirement
<i>This is can be found in Section 1: Box A of the SY 2015-2016</i>	Requirement price to the nearest cent
\$ 2.42	\$ 2.54
<p><i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i></p>	

Complete if you do NOT know your SY 2015-2016 Unrounded Price Requirement		
<b><u>Annual Unrounded Requirement Finder</u></b>		
Enter the SY 2010-11 Weighted Average Price below		
<i>** The weighted average price for SY 2010-11 is the weighted average of all paid</i>		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2014-2015 Requirement price to the nearest cent	Price 2: SY 2015-2016 Requirement price to the nearest cent
\$ 1.99	\$ 2.32	\$ 2.42
<p><a href="#">If you do not know your SY2010-2011 Weighted Average Price</a> <a href="#">CLICK HERE</a></p>		
<i>Note: The SY 2015-16 requirement is based on price increase requirements from SY 2011-12 through SY 2014-15.</i>		

**Use the links below to go to the next step:**

<a href="#">Click here to go to SY 2016-17 Price Calculator</a>
<a href="#">Click here to go to SY 2016-17 Non-Federal Source Calculator</a>
<a href="#">Click here to go to SY 2016-17 Split Calculator</a>

[Go to Instructions](#)

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

SFA NAME: \_\_\_\_\_

## SY 2016-17 Price Adjustment Calculator

[Go to Instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.54	\$ 2.50
<i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i>	

### SY 2015-16 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2015.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1.	1,816	\$ 1.95	\$ 3,541.20	
2.	1,611	\$ 2.50	\$ 4,027.50	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>3,427</b>		<b>\$ 7,568.70</b>	<b>\$ 2.21</b>
<i>Note: SY 2015-16 Weighted Average Price equal to or above \$2.78 are compliant for SY 2016-17. \$2.78 is the difference between the Free and Paid reimbursement rates for SY 2015-16.</i>				

<b>Total Price Increase for SY 2016-17</b>
\$ 0.29

<b>Required price increase for SY 2016-17 (with 10 cent cap)</b>
\$ 2.31

<b>Remaining increase carried forward to SY 2017-18</b>
\$ 0.19

<b>Remaining credit carried forward to SY 2017-18</b>
\$ -

[Go to SY2016-2017 Report](#)

## Step 3 (Optional)

### Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	1,816	\$ 2.20	\$ 3,995.20	
2.	1,611	\$ 2.50	\$ 4,027.50	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>3,427</b>		<b>\$ 8,022.70</b>	<b>\$ 2.34</b>

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. November 2015

## SY 2016-17 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional</i> price <b>ROUNDED DOWN</b> to nearest 5 cent
\$ 2.54	\$ 2.50
<i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i>	

Current Weighted Average Paid Price
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, SY 2014-15, or SY 2015-16 enter the SY2010-11 weighted average price. Otherwise, click the link below.</i>
<input style="width: 100%; height: 20px;" type="text"/>
<a href="#">Click here to determine SY2015-2016 weighted average price</a>

Non-Federal Source Contribution Calculator for SY 2016-17		
Enter the total paid lunch count (for all prices). <b>** Annual Non-Federal Source funds for SY2016-2017 are estimated based on the ACTUAL lunch count entered below</b>		
Enter annual # of Paid Lunches for SY2014-15**	TOTAL Price Increase for SY 2016-17	TOTAL SY 2016-17 Annual Non-Federal Source Contribution
<input style="width: 100%; height: 20px;" type="text"/>	\$ -	\$ -
<i>Note: Total price increase for SY 2016-2017 is based on the difference between the weighted average price entered above and SY 2016-2017 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16	Annual Non-Federal Source Contribution Requirement for SY 2016-17
<input style="width: 100%; height: 20px;" type="text"/>	\$ -

Price Increase Requirement for SY 2016-17 (with 10 cent cap)	SY 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ -	\$ -

Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18
\$ -

Remaining Credit carried forward to SY 2017-18
\$ -

[Go to SY 2016-2017 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2016-17. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.

SFA NAME:	
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## SY 2016-17 Split Price and Non-Federal Calculator

[Go to Instructions](#)

SY 2016-17 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional price requirement ROUNDED DOWN to nearest 5 cent</i>
\$ 2.54	\$ 2.50
<i>Note: Above prices are based on adjusting SY 2015-2016 price requirement by the 2% rate increase plus the Consumer Price Index (2.97%)</i>	

SY 2015-16 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for <b>October 2015</b> .			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1.		\$ -	
2.		\$ -	
3.		\$ -	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
<b>TOTAL</b>	-	\$ -	\$ -
<i>Note: SY 2015-16 Weighted Average Price equal to or above \$2.78 are compliant for SY 2016-17. \$2.78 is the difference between the Free and Paid reimbursement rates for SY 2015-16.</i>			

<b>Total Price Increase for SY 2016-17</b>
\$ -

<b>Required price increase for SY 2016-17 (with 10 cent cap)</b>
--

\$ -

<b>New Price Increase</b>
<i>Enter the new price increase for SY2016-2017 to assist in meeting the requirement. See optional Pricing Estimation Calculator below if needed.</i>

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<b>Non-Federal Source Contribution Calculator for SY 2016-17</b>		
<p>Enter the total paid lunch count (for all prices).            ** Annual Non-Federal Source funds for SY2016-2017 are estimated based on the ACTUAL lunch count entered below</p>		
Enter annual # of Paid Lunches for SY 2014-15**	Total remaining required Price Increase	TOTAL SY 2016-17 Annual Non-Federal Source Contribution
	\$ -	\$ -
<p><i>Note: Total price increase for SY 2016-2017 is based on the difference between the weighted average price entered above and SY 2016-2017 rounded DOWN requirement.</i></p>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2015-16	Annual Non-Federal Source Contribution Requirement for SY 2016-17
	\$ -

Price Increase Requirement for SY 2016-17 (with 10 cent cap)	SY 2016-17 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ -	\$ -

<b>Remaining Annual Non-Federal Source Contribution Requirement carried forward to SY 2017-18</b>
\$ -

<b>Remaining Credit carried forward to SY 2017-18</b>
\$ -

November 2015

**(Optional)**

<b>Pricing Estimation Calculator</b>				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	-		\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

<b>SFA NAME:</b>	<b>East Butler</b>
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**SY2016-2017 Weighted Average Pricing Report**

*This report assists in tracking the pricing requirements and amounts carried forward for SY 2016-2017. Information on this report is used to determine the SY 2016-2017 weighted average price requirements.*

*Please print and keep in records.*

*NOTE: If information is changed in the tool, the report contents will change.*

**Section 1: SY2016-2017 Weighted Average Paid Price Requirements**

<b>A. SY 2016-17 Weighted Average Price Requirement*:</b>	<b>\$2.54</b>
<i>*This price will be entered into the SY 2017-2018 tool to determine the SY2017-2018 weighted average price requirements</i>	
<b>B. Optional Price ROUNDED DOWN to nearest 5 cents:</b>	<b>\$2.50</b>

**Section 2: Amounts Carried Forward to SY 2017-2018**

Select the SY 2016-2017 method used to ensure sufficient funds are provided for PAID Lunches

Increase SY2016-2017 average weighted price ▼

*Average Weighted Price Adjustments*

<b>A. Remaining increase carried forward to SY 2017-18:</b>	<b>\$0.19</b>
<b>B. Remaining credit carried forward to SY 2017-18:</b>	<b>\$0.00</b>
<b>Enter in the new average weighted price for SY 2016-17:</b>	

*Non-Federal Source Contributions*

<b>C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18:</b>	<b>N/A</b>
<b>D. Remaining Credit carried forward to SY 2017-18:</b>	<b>N/A</b>
<b>Enter the amount of Non-Federal Source contributions for SY 2016-17:</b>	

**Enter Sources of Non-Federal Funds Contributed:**

*Split Calculations*

<b>E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2017-18:</b>	<b>N/A</b>
<b>F. Remaining Credit carried forward to SY 2017-18:</b>	<b>N/A</b>
<b>Enter the amount of Non-Federal Source contributions for SY 2016-17:</b>	
<b>Enter the new average weighted price for SY 2016-17:</b>	

<b>SFA NAME:</b>	
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**SY 2015-2016 Weighted Average Price Calculator**

Enter current prices and number of lunches sold at each price using **October 2015** data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2015-16 Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	-		\$ -	<b>\$ - is the SY2015-16 Weighted Average Price</b>

*Enter this price in Step 1 in unrounded requirement finder tab*

[Click to go back to SY 16-17 Non-Federal Calculator](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

<b>SFA NAME:</b>	
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**SY 2010-2011 Weighted Average Price Calculator**

Enter current prices and number of lunches sold at each price using **October 2010** data.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2010-11 Weighted Average Price
1.	2,072	\$ 1.75	\$ 3,626.00	
2.	1,990	\$ 2.25	\$ 4,477.50	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>4,062</b>		<b>\$ 8,103.50</b>	<b>\$ 1.99 is the SY2010-2011 weighted average price</b>

*Enter this price in the Unrounded Requirement Finder tab*

[Click to go back to Unrounded Requirement Finder](#)

[Go to instructions](#)

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

November 2015



## Lunch Program\*

### #1 Number of Participating Schools & Institutions for the Lunch Program (October 2015 Accepted or Paid Claims)

Participating Schools/Institutions	SFAs	%	Sites	%
Educational Institution - Public School	242	62.86%	775	82.45%
Educational Institution - Non-public School	116	30.13%	125	13.30%
Educational Institution - RCCI	1	0.26%	1	0.11%
Non-Profit - RCCI	10	2.60%	18	1.91%
Government Entity - Public School	6	1.56%	11	1.17%
Government Entity - RCCI	10	2.60%	10	1.06%
<b>Total</b>	<b>385</b>	<b>100.00%</b>	<b>940</b>	<b>100.00%</b>

### #2 Number of Eligible Students in Participating Schools/Institutions for the Lunch Program (October 2015 Accepted or Paid Claims)

Student Eligibility	Students	%
Eligible Free	116,270	33.51%
Eligible Reduced Price	29,748	8.57%
Eligible Paid	200,993	57.92%
<b>Total</b>	<b>347,011</b>	<b>100.00%</b>

### #3 Average Daily Participation (ADP) for Meals Served in Participating Schools/Institutions for the Lunch Program (October 2015 Accepted or Paid Claims)

Meals Served (Average Serving Days: 20)	ADP **	%
Meals Served Free	94,452	40.86%
Meals Served Reduced Price	22,618	9.78%
Meals Served Paid	114,085	49.35%
<b>Total</b>	<b>231,155</b>	<b>100.00%</b>

### #4 Meal Prices for the Lunch Program - SFA Application

Meal Prices	Elementary School	Middle School	Junior High School	High School
Low Price	\$1.40	\$1.75	\$2.00	\$1.75
High Price	\$3.60	\$3.50	\$3.50	\$3.75
Average Price	\$2.44	\$2.54	\$2.58	\$2.59

\* The aggregated report does not include the School Food Authorities (SFAs) recognized as Milk Camps, Public Milk Only or Private Milk Only.

\*\* Average Daily Participation (ADP) is the total number of reimbursable meals served divided by the average number of serving days.



### Breakfast Program\*

#### #5 Number of Participating Schools & Institutions for Regular and Severe Need Breakfast Program (October 2015 Accepted or Paid Claims)

\*\*\* SFA sites participating in breakfast based on application data are 786.

Participating Schools/Institutions	SFAs	%	Sites	%
Educational Institution - Public School	231	83.70%	726	92.96%
Educational Institution - Non-public School	21	7.61%	23	2.94%
Educational Institution - RCCI	1	0.36%	1	0.13%
Non-Profit - RCCI	10	3.62%	15	1.92%
Government Entity - Public School	3	1.09%	6	0.77%
Government Entity - RCCI	10	3.62%	10	1.28%
<b>Total</b>	<b>276</b>	<b>100.00%</b>	<b>781</b>	<b>100.00%</b>

#### #6 Number of Eligible Students in Participating Schools/Institutions for the Regular and Severe Need Breakfast Programs (October 2015 Accepted or Paid Claims)

Student Eligibility	Students	%
Eligible Free	110,099	35.85%
Eligible Reduced Price	28,614	9.32%
Eligible Paid	168,365	54.83%
<b>Total</b>	<b>307,078</b>	<b>100.00%</b>

#### #7 Average Daily Participation (ADP) for Meals Served for Regular and Severe Need Breakfast Program (October 2015 Accepted or Paid Claims)

Meals Served (Average Serving Days): 20	ADP **	%
Meals Served Free	43,242	59.52%
Meals Served Reduced Price	8,024	11.04%
Meals Served Paid	21,385	29.44%
<b>Total</b>	<b>72,651</b>	<b>100.00%</b>

#### #8 Meal Prices For Regular and Severe Need Breakfast Program- SFA Application

Meal Prices	Elementary School	Middle School	Junior High School	High School
Low Price	\$0.95	\$1.00	\$1.00	\$1.00
High Price	\$2.75	\$2.75	\$2.50	\$3.00
Average Price	\$1.46	\$1.48	\$1.49	\$1.55

\* The aggregated report does not include the School Food Authorities (SFAs) recognized as Milk Camps, Public Milk Only or Private Milk Only.

\*\* Average Daily Participation (ADP) is the total number of reimbursable meals served divided by the average number of serving days.

# East Butler Public School



## Parent-Student Handbook 2016-2017

**East Butler Public Schools Parent-Student Handbook  
2016-2017 School Year**

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# East Butler Public Schools Student/Parent Handbook 2016-2017 School Year

## Foreword

### Section 1 Intent of Handbook

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

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

### Section 2 Members of the Board of Education

Name	Contact Information
Megan Kosizek, President	mkozisek@ebutler.esu7.org
Marlene Wade, Vice President	mwade@ebutler.esu7.org
Dan Zysset, Secretary	dzysset@ebutler.esu7.org
Jan Bostleman	jbostleman@ebutler.esu7.org
Stonie Cooper	scooper@ebutler.esu7.org
Mark Janak	mjanak@ebutler.esu7.org
Nate Radenslaben	nradenslaben@ebutler.esu7.org
Chris Rezac	crezac@ebutler.esu7.org
Kim TePoel	ktepoel@ebutler.esu7.org

### Section 3 Administrative Staff

Name	Position	School	Contact Information
Sam Stecher	Superintendent	District Office	sstecher@ebutler.esu7.org
Michael Eldridge	Secondary Principal	Jr/Sr High School	meldridge@ebutler.esu7.org
Shawn Bilstoft	Elementary Principal	Brainard & Dwight	sbilstoft@ebutler.esu7.org

### Section 4 Teaching Staff East Butler Jr/Sr High School

Name	Position	Grades
Kevin Behne	Social Sciences	7-12
Sandy Bongers	Family Consumer Science	8-12
Aaron Christensen	Math	8-12
Deanna Ebmeier	Art	7-12
Randy Fuehrer	Business and Music	8-12
Doug Glasshoff	Math	7-12
Shane Hennessy	Agriculture and Industrial Arts	7-12
Vickie Hines	Music	7-8
Greg Jahde	Physical Education and Assistant AD	7-12
Courtney Johnson	Foreign Language - Spanish	9-12
Heather Kavan	Library	7-12
Doug McGee	Computers and Tech Coordinator	7-12
Gary McGrath	Science	7-12
Dale Nielsen	Social Sciences	9-12
Nancy Schulz	English	7-9, 12
Cathy Simmerman	Guidance Counselor	7-12
Dave Struebing	Physical Education and AD	7-8

Diane Svoboda	Reading	7-8
Karmen Widick	English, Journalism, and Yearbook	9-12
Kathy Witzel	Special Education	7-12
Andrew Wood	Science	8-12

**East Butler Elementary School - Brainard**

<b>Name</b>	<b>Position</b>	<b>Grades</b>
Kathy Bohac	Classroom Teacher	5th
Jodi Chapek	Classroom Teacher	1st
Diana Christensen	Special Education	K-6
Becky Dozler	Classroom Teacher	2nd
Deanna Ebmeier	Art	K-6
Chris Hampl	Classroom Teacher	3rd
Sophie Hermelbracht	Preschool	PK
Vickie Hines	Music	K-6
Leslie Holthus	Classroom Teacher	Kindergarten
Heather Kavan	Library and Keyboarding	K-6
Stephanie Maca	Classroom Teacher	6th
Cathy Simmerman	Guidance Counselor	K-6
Dave Struebing	Physical Education	K-6
Diane Svoboda	Title I	K-6
Valerie Vandenberg	Classroom Teacher	4th
Colleen Zajac	Special Education	K-6

**East Butler Elementary School - Dwight**

<b>Name</b>	<b>Position</b>	<b>Grades</b>
Tanya Brabec	Classroom Teacher	1st & 2nd
Deanna Ebmeier	Art	K-6
Vickie Hines	Music	K-6
Heather Kavan	Library	K-6
Mary Miller	Special Education	K-6
Jean Raiter	Team Teacher	K-6
Patti Romshek	Classroom Teacher	5th & 6th
Cathy Simmerman	Guidance Counselor	K-6
Jennifer Topil	Classroom Teacher	Kindergarten
Marilyn Walla	Classroom Teacher	3rd & 4th

**Section 5 Support Staff**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Doug Ault	Brainard & Dwight	Maintenance
Kate Barker	Brainard	Paraprofessional
Sammy Beckstead	Brainard	Paraprofessional
Valerie Buresh	Brainard	Cook
Patricia Coufal	Dwight	Administrative Assistant
Lyle Divis		Bus Driver
Kim Fuehrer	Brainard	Administrative Assistant
Kyla Geewe	Brainard	Paraprofessional
Kim Heiser	Brainard	Custodian
Rachel Hines	Dwight	Paraprofessional
LuAnn Hofpar	Brainard	Administrative Assistant

Brindie Howerton	Brainard	Paraprofessional
Ron Hula		Bus Driver
Ernie Kabourek		Bus Driver
Deb Kost	Brainard	Cook
Darlene Kucera	Brainad	Bookkeeper
Denise Lemke	Brainard	Paraprofessional
Rebecca Matthews	Brainard	Paraprofessional
Jessica Miller	Brainard	Paraprofessional
Kathy Pelan	Brainard	Head Cook
Shannon Pleskac	Dwight	Paraprofessional
Gary Polacek		Bus Driver
Taylor Pollock	Brainard & Dwight	Maintenance & Bus Driver
Jeanette Rezac	Brainard	Cook
Nancy Steager	Brainard	Custodian
Keely Stromer	Brainard	Paraprofessional
Jeff Struck		Bus Driver
Judy Svoboda	Brainard	Paraprofessional

**Section 6 School Calendar**

<b>August 8</b>	<b>Teacher Professional Development</b>
<b>August 9</b>	<b>Teacher Professional Development</b>
<b>August 10</b>	<b>Teacher Professional Development</b>
<b>August 11</b>	<b>K-12 Students First Day (1:30pm Dismissal)</b>
<b>August 15</b>	<b>Preschool First Day</b>
<b>September 5</b>	<b>Labor Day - NO SCHOOL</b>
<b>September 21</b>	<b>Parent/Teacher Conferences - 3:00pm-8:00pm (1:30pm Dismissal)</b>
<b>September 26</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>October 14</b>	<b>End of 1st Quarter/45 Days (1:30pm Dismissal)</b>
<b>October 20</b>	<b>2:30pm Dismissal</b>
<b>October 21</b>	<b>Fall Break - NO SCHOOL</b>
<b>October 24</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>November 14</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>November 23</b>	<b>Early Dismissal - 1:30pm (Thanksgiving Break)</b>
<b>November 24</b>	<b>NO SCHOOL - THANKSGIVING</b>
<b>November 25</b>	<b>NO SCHOOL - THANKSGIVING</b>
<b>December 19</b>	<b>Last Day for Preschool</b>
<b>December 20</b>	<b>Last Day for Elementary (12:00pm Dismissal)</b>
<b>December 21</b>	<b>End of 2nd Quarter/1st Semester (12:00pm Dismissal)</b>
<b>December 22</b>	<b>Christmas Vacation Begins (December 22 - January 3)</b>
<b>January 3</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>January 4</b>	<b>Classes Resume</b>
<b>February 8</b>	<b>Parent/Teacher Conferences - 3:00pm-8:00pm (1:30pm Dismissal)</b>
<b>February 9</b>	<b>Early Dismissal - 2:30pm</b>
<b>February 10</b>	<b>NO SCHOOL</b>
<b>February 13</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>March 10</b>	<b>End of 3rd Quarter/46 Days (1:30pm Dismissal)</b>
<b>March 13</b>	<b>Teacher Professional Development - NO SCHOOL</b>
<b>April 13</b>	<b>Early Dismissal - 2:30pm (Easter Break)</b>
<b>April 14</b>	<b>Easter Break - NO SCHOOL</b>
<b>April 17</b>	<b>Easter Break - NO SCHOOL</b>
<b>May 10</b>	<b>Seniors Last Day</b>
<b>May 13</b>	<b>Graduation - 2:00pm</b>
<b>May 16</b>	<b>Last Day for Preschool</b>
<b>May 17</b>	<b>Last Day for Elementary (12:00pm)</b>
<b>May 18</b>	<b>End of 4th Quarter/2nd Semester (12:00pm)</b>
<b>May 19</b>	<b>Teacher Professional Development - NO SCHOOL</b>

## **Article 1 – Mission and Goals**

### **Section 1 School Mission and Vision:**

#### Mission Statement

Welcome to East Butler Public Schools. East Butler Public Schools, in cooperation with the communities we serve, will inspire students to become responsible, creative, and innovative citizens in the ever-changing world.

#### Vision of East Butler Public Schools

- Create a safe and respectful environment for students and staff members.
- Expect and provide for high levels of commitment, collaboration, and communication among students, staff, and community members.
- Provide and maintain an effective curriculum that aligns with recognized standards and is systematically monitored.
- Empower students with innovative technology and strategies to succeed in a global society.
- Value diversity in ways that enrich student learning.

### **Section 2 Goals and Objectives:**

The goals and objectives of the East Butler Public School are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

The East Butler Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 4 Complaint Procedures**

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

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

## **Section 5 Wellness Policy**

### **Physical Activities to Promote Student Wellness**

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.

2. Physical Activity During the School Day:

a. Recess:

i. Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity.

ii. Middle School and High School students will have the opportunity for physical activity during their lunch period. Outside facilities will be open to use during lunch when possible.

b. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.

3. Physical Activity To/From School:

a. Biking or walking to school will be encouraged. Bike racks will be established commensurate with need.

b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.

4. As Punishment: Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.

5. Display Physical Activity Educational Materials: The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.

6. Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:

- a. health fairs
- b. traveling health exhibits
- c. field trips to physical activity centers
- d. physical activity speakers (school assemblies or class speakers representing sports figures, medical people)

7. Family:

a. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.

8. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff is encouraged to walk or bike to work; use stairs even if an elevator is available; and share appropriate personal information about physical activities they engage in to remain fit.

### **Other School Activities to Promote Student Wellness**

The established goal is to offer other suitable opportunities to students to engage in health promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

1. Extracurricular Programs: The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association.

2. Advertising: The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.

3. Staff Development:

a. Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the school wellness goals and recommendations. Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.

b. The District will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.

4. Community Resources: The administration will coordinate the school wellness program efforts with those available from medical and other community organizations.

## Nutrition Guidelines

The established nutrition guidelines for foods available in each school building during the school day are as follows:

(1) lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after the serving of lunch.

The administration established the following additional nutrition guidelines and actions to meet the guidelines:

### 1. Conditions for School Meals:

a. Scheduling meals. Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will, upon arrival in the cafeteria, have 15 minutes to eat lunch.

b. Conditions for meals. Efforts shall be made to establish comfortable and relaxing eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.

### 2. Selection of School Meals:

a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasis is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetable daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students.

3. Student's Meals From Home: Students will be discouraged from sharing food and be prohibited from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.

4. Closed Campus. To encourage students to eat a nutritious lunch, K-8 students will not be permitted to leave school during the school day for the purpose of lunch. 9-12 students who leave campus for lunch, (with parent permission), may not bring any purchased meals or other food back to the school building. The administration may grant special exceptions to the closed campus rule as needed (e.g. for students with special dietary needs). Students may not bring pop/sport drinks into the building at any time. **STUDENTS THAT ARE ON THE DOWN LIST WILL BE SUBJECT TO CLOSED CAMPUS UNTIL THEY ARE NO LONGER ON THE LIST.**

### 5. Foods available during the school day:

a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may in their discretion allow students to bring water bottles to classes. Students will not be permitted to bring soda pop or other drinks or food to class.

b. Food rewards. Food will not be used as rewards. No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).

c. Classroom Celebrations:

i. Staff is not to offer students foods of minimal nutritional value for classroom celebrations.

ii. Parents are to be encouraged to bring healthy foods for classroom celebrations.

6. Fund-raising:

- a. School clubs are not to sell foods of minimal nutritional value for the period of 1/2 hour before and 1/2 hour after lunch periods.
- b. Student clubs are encouraged to not sell foods of minimal nutritional value as part of fund-raising efforts.
- c. Each activity sponsor shall report to the Principal the percentage of total fund-raising receipts from sales of foods of minimal nutritional value as of the end of each school year.

7. School activities/events:

- a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating by student athletes. The coaches' conduct rules may limit consumption of foods of minimal nutritional value by their athletes during their sport season.
- b. Concessions: Concession stands will include healthy food choices. Efforts will be made to reduce offerings of foods of minimal nutritional value.

8. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch program. Foods of minimal nutritional value are as follows:

Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of 8 specified nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The 8 nutrients to be assessed for this purpose are -- protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Specific foods of minimal nutritional value are:

- (1) Soda Water.
- (2) Water Ices (except those which contain fruit or fruit juices).
- (3) Chewing Gum.
- (4) Certain Candies -- Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
  - (i) Hard Candy -- A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
  - (ii) Jellies and Gums -- A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
  - (iii) Marshmallow Candies - An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
  - (iv) Fondant -- A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

- (v) Licorice -- A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
- (vi) Spun Candy -- A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
- (vii) Candy Coated Popcorn -- Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

9. Definition of Healthy Foods: For purposes of this regulation, "healthy foods" means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

## Article 2 – School Day

### Section 1 Daily Schedule

<p style="text-align: center;"><b>Schedule A</b> <u>Regular Start/Dismissal 3:30pm</u></p> <p><b>1<sup>st</sup></b> 8:00 – 8:46  <b>2<sup>nd</sup></b> 8:48 – 9:34  <b>3<sup>rd</sup></b> 9:36 – 10:22  <b>4<sup>th</sup></b> 10:24 – 11:10  <b>5<sup>th</sup></b> 11:12 – 11:58</p> <p><b>SH/Lunch</b>  <b>A Lunch</b> 12:00 – 12:30  <b>A Study Hall</b> 12:32 – 1:02  <b>B Study Hall</b> 12:00 – 12:30  <b>B Lunch</b> 12:32 – 1:02</p> <p><b>6<sup>th</sup></b> 1:04 – 1:50  <b>7<sup>th</sup></b> 1:52 – 2:38  <b>8<sup>th</sup></b> 2:40 – 3:26</p>	<p style="text-align: center;"><b>Schedule B (Last Day of The Week)</b> <u>Early Dismissal – 2:30pm – Tiger Time</u></p> <p><b>1<sup>st</sup></b> 8:00 – 8:35  <b>2<sup>nd</sup></b> 8:37 – 9:12  <b>3<sup>rd</sup></b> 9:14 – 9:49  <b>4<sup>th</sup></b> 9:51 – 10:26  <b>5<sup>th</sup></b> 10:28 – 11:04  <b>6<sup>th</sup></b> 11:06 – 11:42</p> <p><b>7<sup>th</sup>/Lunch</b>  <b>A Lunch</b> 11:44 – 12:14  <b>A Class</b> 12:16 – 12:52  <b>B Class</b> 11:44 – 12:20  <b>B Lunch</b> 12:22 – 12:52</p> <p><b>8<sup>th</sup></b> 12:54 – 1:30  <b>T.T.</b> 1:30 - 2:30</p>
<p style="text-align: center;"><b>Schedule C</b> <u>Late Start - 10:00am – NO SH</u></p> <p><b>1<sup>st</sup></b> 10:00 – 10:35  <b>2<sup>nd</sup></b> 10:37 – 11:12  <b>3<sup>rd</sup></b> 11:14 – 11:49</p> <p><b>4<sup>th</sup>/Lunch</b>  <b>A Lunch</b> 11:51 – 12:21  <b>A Class</b> 12:23 – 12:58  <b>B Class</b> 11:51 – 12:26  <b>B Lunch</b> 12:28 – 12:58</p> <p><b>5<sup>th</sup></b> 1:00 – 1:35  <b>6<sup>th</sup></b> 1:37 – 2:12  <b>7<sup>th</sup></b> 2:14 – 2:49  <b>8<sup>th</sup></b> 2:51 – 3:26</p>	<p style="text-align: center;"><b>Schedule D</b> <u>Early Dismissal – 1:30pm – NO SH</u></p> <p><b>1<sup>st</sup></b> 8:00 – 8:35  <b>2<sup>nd</sup></b> 8:37 – 9:12  <b>3<sup>rd</sup></b> 9:14 – 9:49  <b>4<sup>th</sup></b> 9:51 – 10:26  <b>5<sup>th</sup></b> 10:28 – 11:04  <b>6<sup>th</sup></b> 11:06 – 11:42</p> <p><b>7<sup>th</sup>/Lunch</b>  <b>A Lunch</b> 11:44 – 12:14  <b>A Class</b> 12:16 – 12:52  <b>B Class</b> 11:44 – 12:20  <b>B Lunch</b> 12:22 – 12:52</p> <p><b>8<sup>th</sup></b> 12:54 – 1:30</p>
<p style="text-align: center;"><b>Schedule E</b> <u>Early Dismissal – 12:00pm</u></p> <p><b>1<sup>st</sup></b> 8:00 – 8:28  <b>2<sup>nd</sup></b> 8:30 – 8:58  <b>3<sup>rd</sup></b> 9:00 – 9:28  <b>4<sup>th</sup></b> 9:30 – 9:58  <b>5<sup>th</sup></b> 10:00 – 10:28  <b>6<sup>th</sup></b> 10:30 – 10:58  <b>7<sup>th</sup></b> 11:00 – 11:28  <b>8<sup>th</sup></b> 11:30 – 12:00</p>	<p style="text-align: center;"><b>LUNCHES</b></p> <p><b>1st Lunch - 7, 8, 9 (A, B, C, D)</b>  <b>2nd Lunch - 10, 11, 12 (A, B,C, D)</b></p>

## **Section 2 Severe Weather and School Cancellations**

The Superintendent may close school in case of severe weather. The Tyco Notification System will be used along with local news media. The recorded message reads, “This is an Tyco Select Link. Please stand by, (Then the school message will be announced). Brought to you by Tyco Select Link.” The school district will be using this “Mass Notification” system during the school year to announce school cancellations due to weather, postponements, and other unscheduled late starts or early dismissals not on our regular schedule, or any other school cancellations due to unforeseen emergencies. School closing information will also be broadcast on the following:

- KOLN-TV Channel 10

Decision to Close School. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news along with the Tyco Select Link Notification. An early decision is not always possible because of uncertain weather conditions. In some instances, school will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be sent by Tyco Select Link along with notification to Channel 10. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

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

## **Section 3 Open/Closed Campus**

All students are required to remain on campus during the school day. Students in grades 9-12 have the privilege of open campus. Open campus will be suspended if the privilege is abused by continual misconduct, littering or other acts by students deemed flagrant by school authorities or if they have been placed on the Downlist. Students are not permitted to go to their vehicle or drive home during lunch.

Students leaving the building to go uptown for lunch must exit through the east main entrance doors. Students must get parent permission to take part in open campus. This is noted on the student information sheet collected at the beginning of the year.

#### **Section 4 Supervision Responsibility Before/After School**

##### Arrival At School/Dismissal From School

Students are expected to arrive at school no more than 15 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

##### Signing A Child In And Out Of School

Pre-K to 6<sup>th</sup> grade students will check in and/or out of school with their classroom teacher. 7-12 students are required to sign in and/or out of school if they are entering after their first class or leaving prior to their final class. They must report to the main office for this purpose. The computer for signing in and/or out of school is located on the front counter. The school will only release children to adults designated by the parent on the emergency card. Secondary students who are absent for ten minutes or more during a period will be counted as absent.

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

##### Supervision at Dismissal

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

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

### Emergency Closing Procedures

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

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## Article 3 – Use of Building and Grounds

### Section 1      Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### Section 2      Smoke-Free Environment

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

### Section 3      Care of School Property

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

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### Section 4      Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock.

Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Students must keep backpacks, bags, and purses in their lockers.

### **Section 5 Searches of Lockers and Other Types of Searches**

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

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 6 Video Surveillance**

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

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

### **Section 7 Use of Telephone**

Use of the office phone will only be allowed in an emergency or when a student is ill. Use of the phone is not an excuse to be tardy to class. If you need to contact a staff member please do so prior to 8:00 A.M. or after 3:30 P.M.

**Section 8 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property. Skate boards, roller-skates, and/or roller blades are not to be brought to school.

**Section 9 Student Valuables**

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

**Section 10 Lost and Found**

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

**Section 11 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal. If the school is unable to reach a parent, emergency phone numbers will be used.

**Section 12 Laboratory Safety Glasses**

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

**Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Insurance brochures will be available in the school office.

**Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood.

**Section 15 Copyright and Fair Use Policy**

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.

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

### **Section 16    Pets At School**

- \*Arrangements should be made with the teacher ahead of time.
- \*The pet needs to be brought to school by the parent.
- \*The parent stays with the pet during the duration of the visit to the classroom.
- \*Returned home by the parent.

The school discourages the practice of bringing pets to school, and cannot assume responsibility for accidents.

### **Section 17    Elevator Use**

Secondary students who are injured or on crutches may use the elevator to the second floor. A \$5 elevator key deposit is required and will be returned when the elevator key is returned to the office.

## Article 4 – Attendance

### Section 1 Student Attendance (Board Policy 5008)

#### Attendance 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 [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and

- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

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

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

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

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

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

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

4. Reporting and Responding to Excessive Absenteeism. Any 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 shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings 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:
    - (i) Illness related to physical or behavioral health of the child.
    - (ii) Educational counseling;
    - (iii) Educational evaluation;
    - (iv) Referral to community agencies for economic services;
    - (v) Family or individual counseling; and
    - (vi) 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 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 referring the child 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.

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

Date of Adoption: [July 2014]

**Section 2 Administrative Procedures**

- A. After five (5) and (8) days absent, per semester, parents will be notified.
- B. After nine (9) days a final letter will be sent. Parents and students should be aware at all times of the total number of days missed from school. These can be checked with the main office or online (PowerSchool).
- C. When students miss ten (10) or more days from class and the absences were not due to court placement or extended illness, parents and students will be notified that a referral has been made to the Butler County Truancy Program.
- D. When a student misses fifteen (15) or more days from class, an attendance meeting will be scheduled with the Principal. The parents are expected to make every effort to attend this meeting. This meeting will consist of the development of an Attendance Improvement plan.

**Section 3 Tardy Policy**

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings. Secondary students who miss more than ten minutes during a period will be considered absent during that period. Early departures are not encouraged and are subject to be treated as tardies, excused, or unexcused absences.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Tardy Consequences (per Semester):

- a) First Tardy – Student referred to the office
- b) Second Tardy – Parents contacted
- c) Third Tardy – 30 minute detention or loss of recess time
- d) Fourth Tardy – 60 minute detention or loss of two recess times

Subsequent tardies will result in a parent meeting and disciplinary consequences such as extended after school time, loss of privileges, in-school suspensions, and loss of credit.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A computer will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

**Section 4      Attendance is Required to Participate in Activities**

Students must attend school one half day the day of any scheduled school activity in order to participate in the activity. (Periods 1-4) This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Each teacher should define for students the grading procedures to be used in their classes. East Butler Public School will use the grading scale system as follows:

94 - 100 = A

86 - 93 = B

78 - 85 = C

70 - 77 = D

Below 70 = F

The following grade scale will be used to convert percent grades to a 4.0 GPA scale.

94 – 100 = 4.00

92 – 93 = 3.33

88 – 91 = 3.00

86 – 87 = 2.67

84 – 85 = 2.33

80 – 83 = 2.00

78 – 79 = 1.67

76 – 77 = 1.33

72 – 75 = 1.00

70 – 71 = 0.67

Below 70 = 0.00

East Butler will use the 4.0 grade point average to determine class rank, valedictorian, and salutatorian.

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the principle mission and responsibility for each student is to establish a firm academic foundation. Grades for students that are failing will be sent to the office by 9:00 a.m. on Monday. Students must have an accumulative average of less than 70% for that class to be placed on the Down List for that subject.

**Students will become ineligible for activities if either one or both of the following conditions apply:**

- 1) If a student has an average of below 70% in more than one class for a period of two weeks, they become ineligible for all activities.
- 2) Failure in three subjects during any one week period automatically makes a student ineligible for all activities. This includes athletics, plays, speech contests, dances, prom and all other extra-curricular activities.

Activities which are allowed for ineligible students are:

- (A) Instructional field trips which are a part of the scheduled course learning experience; and,
- (B) Activities or events which are a part of the student's grade requirements.

**Tiger Time. (Advisory Period)** 7-12 students will be assigned a Tiger Time teacher. Tiger time will meet the last day of the school week from 1:30pm-2:30pm. Students will have the opportunity to get extra help from their teachers during this time. Tiger Time will also be used for class meetings, organizations, assemblies, and College/Career Readiness programs. Students are also encouraged to meet with their teachers after the 2:30pm dismissal, for further help in classes that they are failing.

## **Section 2 High School Yearly Course Requirements**

### **CLASS LOAD**

Each student in grades 7-12 is required to carry eight classes each semester. Students will remain in each class for the entire semester. Students with an IEP may take a study period with their resource teacher. Junior and Senior students are allowed one period of Work Experience. Seniors are allowed to have work release eighth period of the day.

### **STUDY PERIOD**

7 – 12 grades students will be provided a study period during the school day. This time is to be used to study for courses, work on homework and projects, and access teachers. Students must remain in their assigned study period unless they have a pre-signed pass from a teacher. Students are expected to follow all procedures in regards to this study period.

**DISTANCE LEARNING** - Juniors & Seniors may take college level Distance Learning provided they have met the **ACT score requirement of 19 in each subscore.**

## **Section 3 GRADUATION REQUIREMENTS**

To participate in commencement exercises or receive an East Butler Public School diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from East Butler Public School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education. Satisfactory completion of the following courses must be presented in the candidate's record:

<b><u>Courses</u></b>	<b><u>Credit Hours Required</u></b>
English	40 Credit Hours
Math (Algebra I, Geometry, Applied Math, or Algebra II)	30 Credit Hours
Science	30 Credit Hours
Social Studies (World History/Geography, American History to 1900 (One Semester), American History from 1900/World History, American Government/Economics)	35 Credit Hours
Physical Education	15. Credit Hours

Speech	5 Credit Hours
Health	5 Credit Hours

<b>Required Hours</b>	<b>160 Credit Hours</b>
<b>Electives</b>	<b>90 Credit Hours</b>
<b>Total Hours Required for Graduation</b>	<b>250 Credit Hours</b>

University of Nebraska Entrance Requirement

40	English
40	Math
30	Science
30	Social Sciences
20	<u>Foreign Language (Same Language)</u>
160	TOTAL UNITS

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

**Section 4      EARLY GRADUATION**

In order to graduate in less than 4 years, a student must follow these guidelines:

- A. Must have completed all graduation requirements.
- B. Must submit a letter of request signed by both student and parent to the High School Principal by September 15th. The Principal will then arrange for a meeting with the guidance counselor for both the student and the parent to review the needs and responsibilities.
- C. Student and parent must appear at the October School Board Meeting to request early graduation.
- D. Must turn in all books and other equipment and pay all fines or fees.

There will be no mid-year graduation ceremony. Those students who elect to graduate early may receive their diplomas at the February School Board Meeting or the May ceremony. Following completion of graduation requirements, and cessation of attendance, the student will be considered a graduate, and no longer entitled to the right and privileges of students of East Butler High School, including but not limited to attendance at prom and student rates to attend school athletic events or activities.

### **Section 5 Promotion, Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Section 6 Schedule Changes**

Students have three school days in which to make class schedule changes. All changes must be completed by 4:00 P.M. on the third day of school. Class changes must be approved by parents, guidance counselor and principal on the drop and add sheets.

### **Section 7 Report Cards**

Report cards are issued at the end of each quarter or nine-week session. **Percentage grades** are used to designate a student's progress. A grade of **less than 70** (failing) carries no credit. A grade of "Inc" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the middle of 1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters, and 1st and 2nd semesters. After each nine-week grading period students receiving grades in academic subjects that meet the criteria for the "A" and "Honorable Mention" Honor Rolls will be recognized. Work Experience, weight training, Web Master, work release, Jr. High electives, and Physical Education grades do not count toward the Honor Roll. All grades will be computed to the nearest one hundredth.

**Criteria for "A" Honor Roll – Students must have a 94% average with no grade lower than 86%.**

**Criteria for "Honorable Mention" Honor Roll – Students must have an 86% average with no grade lower than 78%.**

### **Section 10 National Honor Society:**

The National Honor Society chapter of East Butler Public School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be

members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 90% or 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete an application form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. The application forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service project(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

### Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## Section 11 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 to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) 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.
  - (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) 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):
- (1) 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.
  - (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) 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:

- (1) 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.
  - (2) 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 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 for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## Section 12 GENERAL POLICIES

### NEW STUDENT REQUIREMENTS

New students enrolling at East Butler for the first time, need to have the following items on file:

- \*1. Identification Data Form.
- 2. Authorization Release Form - Form to be filled out by Parents for release of cumulative file from former school.
- \*3. Student Information Sheet.
- 4. Free & Reduced Lunch Application Form (If applicable).
- \*5. Physical Examination - Applies to kindergarten, seventh grade, and students transferring from out of state.
- \*6. Vision Evaluation - Applies to kindergarten and students transferring from out of state.
- \*7. **Certified copy** of birth certificate. State law requires that a **certified copy** of a student's birth certificate be used when enrolling a new student in school. If your child is registering with East Butler Public School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

- \*8. Proof of Immunizations.
- 9. Acknowledge receipt of Internet Safety Policy

Items indicated with an \* MUST be on file BEFORE the student is allowed to attend East Butler Public School.

### **COPY MACHINE**

Students will not be allowed to use the copy machine for personal use. Students who wish to make copies of class related material may do so with approval at a cost of .10 cents per copy.

### **BREAKFAST/LUNCH COUNT/CAFETERIA PROCEDURES**

Breakfast/Lunch count will be taken at the beginning of first period each day. Any student wanting seconds must let the teacher know when lunch count is taken. Any student who signs up for lunch or Breakfast in the morning and then fails to eat, will be charged for that meal. Students must clearly indicate whether they wish to eat or not. A copy of the Breakfast/lunch menu will be attached to the school bulletin and available on the school website. Breakfast Prices are: \$1.60, Lunch prices are: Grades PS-6 - \$1.90; Grades 7-12 - \$2.40; Adults - \$3.10; Reduced Lunches - \$.40 cents; Second Helping of Main Course - \$1.00; Extra Milk during Lunch - \$.40 cents per carton. Breakfast/Lunch money may be brought to the office each morning or brought to the elementary classroom teacher each day. Any money brought to school for breakfast/lunches will be deposited to your family account. All family members' breakfasts, lunches, seconds, leftovers, and extra milk will be deducted from their family account each day. **NO MONEY WILL BE ACCEPTED IN THE LUNCH LINE.** Breakfast and Lunch prices are subject to revision at any time by the Board of Education. 7-12 students must line up in alphabetical order. The student who is first in line will be last the next day. Students who cut the lunch line will move to the end. (Exception - leaving early or absent due to school activity (i.e. track, etc.) If a student who is supposed to be first in line is absent or not eating, they will move to the end the next day. Students causing problems will be placed at the end of the lunch line. Seventh, Eighth, and Freshmen students are not to go to lockers while waiting for the bell to ring to end the first lunch period.

### **LEAVING THE BUILDING**

Any 7-12 student leaving the building during the school day must sign out on the computer on the counter in the office and sign back in, if and upon, returning. Students may not leave school unless they have a prearranged make-up slip, a note or telephone call from parents or permission from the office. Students must include first and last name, time, and where they are going.

### **LIBRARY PROCEDURES AND RULES**

The Library Media Center is a place for quiet independent study. Any student who persists in causing a disturbance in the Library will be asked to leave. Students will be admitted to the Library Media Center by passes only.

- Fiction and nonfiction books will be loaned for a two-week period with the option of renewal for an additional two weeks.
- Magazines other than current issues will be loaned for a one-week period with the option of renewal for an additional week.
- Vertical file material will be loaned for a one-week period with the option of renewal for an additional week.
- An overdue fine of 10 cents per day is charged for all overdue materials.
- No reference books, dictionaries or atlas are to be taken from the Library to any classroom without the Librarian's permission.
- Reference books may not be checked out. Reference book material may be copied.
- Students will be fined the value of the book, magazine, or material if lost or damaged.

- Students will leave the Library five minutes before the end of the period.
- No pop, candy, or snacks are allowed in the library.

The library back room is OFF LIMITS to students and will be locked whenever the media specialist is out of the room.

### **STUDENT DRIVING**

Students will not be permitted to drive recklessly or drive in any manner that endangers the lives of other students while leaving or entering school property, during school time or school sponsored activities.

Students driving to school will park their cars in the designated STUDENT parking lot. Students are not permitted to park on Garfield Street during school hours. Students are not allowed to park cars on the grass. STUDENTS WILL NOT BE PERMITTED TO GO TO THE PARKING AREAS DURING THE SCHOOL DAY INCLUDING STUDENTS WHO GO HOME FOR LUNCH. CARS WILL NOT BE REMOVED FROM THE STUDENT PARKING LOT DURING THE SCHOOL DAY. Students WILL NOT loiter near vehicles during free time. All 8-12 grade students are required to complete the car registration portion of the “Student Information Sheet” at the beginning of the school year.

### **CDLEC CLASSROOM DISCIPLINE PROCEDURE**

The CDLEC distance learning classes are provided to enhance and enrich the curriculum. Behavioral and academic expectations of students in CDLEC classes are high. These high expectations are mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students. The participating schools have adopted the following rules and discipline procedures. College credit distance learning grades will not be factored into student cumulative grade point averages due to differences in conversion of grading systems.

#### Classroom Rules:

- I will not disrupt teaching or learning in CDLEC classrooms; insubordination of any kind will not be tolerated.
- I will not use language or gestures generally agreed upon as suggestive, derogatory or abusive in nature.
- I can be recorded (video or audio) at any time without specific pre-warning.
- I will position myself in the classroom to be in camera view at all times.
- I will not manipulate equipment in the classroom without express direction from facilitator or teacher.
- I will conform to any additional rules as specified orally or in writing by the teacher or the facilitator.
- I understand that the origination school’s sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.
- I will not cheat.
- I will follow all other rules as specified by the originating teacher.

I understand that if I am found to be in violation of any of the above policies, I will be subject to disciplinary action.

It should be understood that the principal at the school in which the student attends reserves the right to remove students in their school for any action that they deem inappropriate.

Each student and the student's parent must sign a form. Signing a form indicates that the student and parent understand the discipline procedure and its enforcement. The signed form must be returned to the teacher prior to the beginning of class.

### **COLLEGE VISITATION**

Juniors and Seniors will be allowed two days each year to visit a college or trade school. These days will not be considered a school absence. Arrangements for a college visitation day must be made with the Principal and Guidance Counselor two days prior to the visit. Additional days may be granted at the discretion of the principal. **ALL COLLEGE VISITS MUST BE TAKEN PRIOR TO MAY 1.** Failure to follow the above procedure will result in a day of absence.

### **TRANSCRIPTS**

Transcripts of student grades, test scores, or the academic information will be provided to institutions requesting such information only after verbal and/or written permission has been granted for the release of said information by the student's legal parent or guardian or the student if they are of legal age. A transcript **WILL NOT** be given directly to a parent, guardian, or student. If it is, it will be marked UNOFFICIAL. It is the responsibility of the student and parent to initiate the procedure for requests to forward transcripts.

### **WORK EXPERIENCE**

Juniors and Seniors are allowed to take work experience provided they have a C average in ALL classes the previous semester based on the student's semester average NOT the quarter average. Students must apply for acceptance in the work experience program. The student must obtain a teacher recommendation and complete an interview process with the Principal and guidance counselor. Applications for the work experience program can be obtained through the guidance counselor's office.

### **WORK RELEASE**

Work Release is an opportunity for students to gain an understanding of the work force and obtain skills necessary for future employment and opportunities. The design of the program is to release students from school in order for them to work. Students must remain off the weekly down list and display appropriate behavior in order to participate. This program is separate from the Work Program offered through Vocational Rehabilitation Services. Seniors are eligible to participate in the Work Release Program providing they secure a job prior to each semester and abide by the conditions stated in the Work Release Contract which is signed by the student, his/her parents, the employer, the Secondary Principal, and the Guidance Counselor. Students will be expected to complete weekly reports of job skills that they have learned while in the workplace. These reports must be turned in to the High School Principal by Friday of each week. Failure to do so, will result in the loss of the work release time

### **FINAL TESTS**

- All 7-12 students will take first semester final exams.
- All students in grades 7-11 will take second semester tests in all classes unless they meet the following criteria and opt not to take any semester tests. Seniors will take second semester tests in all classes.

- **Students must not miss more than four days and have more than four tardies during the school year.** School sponsored activities during the school day do not count as absences. Examples of absences that do count are: illness, dentist or doctor appointments, driver's test, or any absence that is not school related.
- Students should not have received any disciplinary infraction during the school year.
- Students must have a semester average of 86% or higher in all second semester classes. A grade of 85% or lower in any one class will require the student to take second semester tests in all classes.
- Any student with an unexcused absence during the year will take final tests.
- Any student who violates the drug/alcohol and tobacco policy will not qualify for the option of not taking final tests.

Students who qualify for “opting out” of taking second semester tests are encouraged to take tests to raise their grades.

### **TESTS AND EXAMINATIONS**

Each teacher will determine the method of awarding grades in their respective classes. This grading procedure will be explained during the first full day of classes. It is recommended that as a minimum, each teacher records two (2) grades per week.

### **PARTIES**

Invitations for “out of school parties” may be distributed at school only if ALL the children in the class receive an invitation.

## **Article 6 - Support Services**

### **Section 1      Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

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

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification,

evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.

11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3      Guidance Services**

East Butler Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4      Health Services**

#### Student Illnesses

The office will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature of 100° F or greater, contagious disease, head lice, impetigo, scabies, ringworm, chicken pox, measles and mumps, pink eye, suspicious rash, vomiting, skin eruptions, diarrhea, unexplained rashes, or on determination on determination by the school that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

#### Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screening

Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

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

### Immunizations

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

Unimmunized students may be excluded from school in the event of a disease outbreak. **(Summary of the School Immunization Rules and Regulations is on the next page)**

**Summary of the School Immunization Rules and Regulations  
For 2016-2017 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

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

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

\*Nit removal will be emphasized for effective management of the condition. For more information call the school office.

## **Section 5      Transportation Services**

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

### **Behavior on School Buses**

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

These rules also apply to riding other school vehicles. Students behavior should be expected to follow the Safe-Respectful-Responsible guidelines.

## **II. Special Conduct Rules for Riding School Buses.**

### **A. Rules for Getting On and Off the Bus**

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

### **B. Rules on the Bus**

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

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

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

1. If a first incident occurs involving the student(s), the driver will report the incident to the elementary or secondary principal, and the principal will then contact the parent or guardian or the student(s).
2. If a second incident occurs, the parent or guardian will receive a letter from the superintendent which will state that the student(s) involved will be removed from the bus for a length of time that will be determined by the administration.

3. Any further incidents that occur will result with the student(s) losing riding privileges for the remainder of the semester/year.

School bus safety is of the utmost importance to the East Butler School District. Student conduct is vital for the safety of all students. School bus drivers have a huge responsibility transporting children, and parent support of the drivers and the rules is expected.

## **Article 7 – Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools.**

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

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools--Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol, Tobacco, and e-cigarettes.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or

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

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

### **Disciplinary Sanctions**

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

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

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

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

## Article 8 - Student Conduct Rules

### Section 1 Purpose of Student Conduct Rules

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

### Section 2 Forms of School Discipline

A. 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:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the East Butler Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee 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.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. 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.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. 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.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred 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) the misconduct occurred 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) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed 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.
3. 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.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. 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.
5. 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.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order 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.

D. Other Forms of Student Discipline. Administrative and teaching personnel may 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 be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

### **Section 3 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.

#### **A. 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 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. 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. 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; or
12. 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 those students riding East Butler Public Schools buses.
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.

## **B. 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:

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Any student whose appearance creates a distraction from the learning environment will be in violation of the dress code standard. Following is a list of items that are considered to be inappropriate. Such a list is not exclusive and other forms of attire may be deemed inappropriate by the administration.

- a) Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, cut-off shirts) or clothing that is too tight (Yoga Pants or spandex), 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 a mid-thigh length or longer. With the arms hanging at the side all fingers extended, the length of the clothing must extend beyond the tip of the longest finger. Running shorts that are cut higher than a fingertip length on the thigh are not allowed to be worn during school.
- c) Clothing shall be in good repair. Clothing with excessive rips, holes, or frays are not permitted. Jeans may not have rips, holes, or gaping frays above a mid-thigh length.
- d) Clothing that advertises or promotes beer, alcohol, tobacco, or illegal drugs, or which contains an inappropriate or suggestive message is prohibited.
- e) Students are not allowed to wear hoods, hats, stocking caps, headbands (hairbands are accepted), or bandanas in the school building during the school day. Hats may be allowed on special occasions as specified by the administration.
- f) Sunglasses are prohibited unless prescribed by a physician.
- g) Shoes (including flip-flops and sandals) must be worn at all times.
- h) Jewelry or other accessories with sharp edges that could be considered dangerous are not permitted.

i) Pajama or flannel pants/outfits are not allowed. Pajamas may be allowed on special occasions as specified by the administration.

All staff members have the discretion and responsibility to send students in violation of the dress code policy to the office. The final decision regarding attire and grooming will be made by the administration. Students will be asked to correct inappropriate attire. The administration may provide clothing that is appropriate for the school environment. Repeated violations will be treated as insubordination. Continual violations of the dress code will result in more stringent disciplinary actions, up to suspension and expulsion.

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

(2) Electronic Devices

a. Philosophy and Purpose. East Butler Public Schools 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. “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.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. In the case that a student is sent to the office or placed in “In School Suspension,” all electronics will be checked into the Principal during their time in the office.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, passing periods, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). 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 laptop 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) Students shall not use electronic devices at any time or place 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; or (f) 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) Electronic devices 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.

(3) 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 the student personally comes to the school's main office and retrieves the electronic device at the time the student is leaving school for the day.

(4) 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 the student's parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) 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 the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

d. 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.

- (3) Harassment and Bullying Policy: One of the missions of East Butler Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) 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:

- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 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.
  - d. 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.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. 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.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - i. 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.
  - j. 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.
  - k. Snow handling is prohibited.

#### **Section 4 Internet Safety Policy (Board Policy 6800)**

##### Internet Safety and Acceptable Use Policy

##### A. Internet Safety Policy

It is the policy of East Butler Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic

communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

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

**B. Computer Acceptable Use Policy**

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

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

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

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

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

The following are unacceptable uses of the technology resources:

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

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of

the District: sending an email to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

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

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

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

or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are

using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

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

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 13, 2012

**Section 5 Reporting Student Law Violations:**

- (a) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (b) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (c) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the East Butler Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (i) Knowingly possessing illegal drugs or alcohol.
  - (ii) Assault.
  - (iii) Vandalism resulting in significant property damage.
  - (iv) Theft of school or personal property of a significant nature.
  - (v) Automobile accident.
  - (vi) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

## **Section 6 Due Process Procedure**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

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

officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

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

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

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

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

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

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

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

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

## **Section 7      Concealed Weapons**

### **LB 454 Policy**

### **REMINDER**

### **NO WEAPONS ARE ALLOWED AT EAST BUTLER PUBLIC SCHOOL REGARDLESS OF THE CONCEALED HANDGUN LAW**

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are **not** permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

## **Section 8      Dating Violence Policy**

Dating Violence Prevention (Legal Reference: Neb. Statute 79-2, 141)

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where on person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

## **Article 9 – Extra-Curricular Activities**

### **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 Band, vocal, band, speech, drama, One-Act, FBLA, FCCLA, Student Council, 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 and 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, 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 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 a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
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 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;
11. 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.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to 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.
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 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.

16. Willfully violating the behavioral expectations for those students riding East Butler Public School buses or vehicles used for activity purposes.
17. 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.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. 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.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. 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**

#### **1. First Violation -**

a. Suspension from extracurricular program for designated activities for **30 calendar days** from date of finding or violation. **The student will lose all rights to that activities post season awards including letter award.** Any student who violates the drug, alcohol, tobacco policy will be required to take final tests at the end of the school year.

Reduction of First Offense: The penalty may be reduced to a 20 day suspension pending completion of the following conditions:

- a. The student admits to a violation before a complaint is filed.
- b. The student and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse 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 school's principal. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for an additional 10 days from date of finding of violation. All costs associated with the program are to be borne by the student/parent or guardian.

**2. Subsequent Violations** – Upon finding of a subsequent violation, the student will be suspended for the remainder of the season plus a 90 calendar day suspension from all other activities. This term may be reduced to 60 days pending the same conditions listed under Reduction for First Offense.

**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. Not eligible to letter.
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. A failure to self-report will lead to a longer suspension or other discipline. 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 conviction, a plea of no contest and an adjudication of delinquency by a 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 one half day. A student who is not in attendance one half 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. 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 (Eligibility Guidelines)**

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

---Be enrolled in at least 25 credit hours in the semester of participation.

---Students that are failing will be reported to the office by 9:00 a.m. on Monday. These reported students will be placed on the Down List on Monday of that week and will remain on the Down List until the next Monday. Students must have an accumulative average of less than 70% for that class to be placed on the Down List for that subject.

**7-12 students will become ineligible for activities if either one or both of the following conditions apply:**

- 1) If a student has an average of below 70% in more than one class for a period of two weeks, they become ineligible for all activities.
- 2) Failure in three subjects during any one week period automatically makes a student ineligible for all activities. This includes athletics, plays, speech contests, dances, prom and all other extra-curricular activities.

### **Section 5 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 6 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of East Butler Public School and their guests may attend.
  - a. Students currently attending East Butler High School or another Nebraska high school who have not been restricted from attending extracurricular activities at East Butler High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are not high school age or are older than 20 years of age are not considered to be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grade levels at East Butler Public School. Students who have been suspended from school or from extracurricular activities may not attend.
  - d. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.

- e. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - f. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - g. The final decision regarding outside dates will be made by the administration.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

**Eligibility for Selection as Royalty.** Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration.

1. **Achievement, Citizenship and Conduct Qualifications:**
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
2. **Specific Dance Eligibility and Selection Requirements:**
3. **KING AND QUEEN CRITERIA**

All royalty candidates must be academically eligible and meet the East Butler Activities Code of Conduct Rules. King and queen royalty are crowned in the following activities: Homecoming, FFA/FCCLA Dance and Junior-Senior Prom. **A KING AND QUEEN CAN SERVE IN THAT CAPACITY IN ONLY ONE OF THE THREE NAMED.**

### **Homecoming Queen & King (Students in grades 9-12 may attend the dance)**

- Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be king.
- The candidate must have lettered in any same sport/activity (football, cross country, wrestling, basketball, track, band, volleyball, cheerleading, spiritleading, softball) for two years.
- The candidate must be a fall sport/activity participant.
- The candidate must have a “C” average or better in the previous semester.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- Students in grades 9-12 may attend the Homecoming dance.
- They also may not have received a previous royalty.

First and final voting is done by the East Butler 9-12 student body. TEACHERS DO NOT VOTE FOR HOMECOMING ROYALTY. Cheerleaders and Letter Club are sponsors at Homecoming activities and share the cost of decorations and dance.

### **Prom Queen & King:**

- Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be king.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The queen and king are selected by secret ballot vote by the junior class.
- They may not have received a previous royalty.

### **FCCLA/FFA Queen & King (Students in grades 7-12 may attend the dance)**

- They must be a senior and have been a member and paid their dues for four years.
- First voting is done by the East Butler FFA and FCCLA.
- They also may not have received a previous royalty.
- Final voting is done by the East Butler 7-12 student body that attend the dance.

## **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### **Parents' Role in Interscholastic Athletics and Other Extracurricular Activities**

#### **Communicating with your children**

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.

- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don’t compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the coach

- Communication you should expect from your child’s coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child’s participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child’s behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

#### Responsibilities of Spectators Attending

#### Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noisemakers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 9 Student Fees Policy**

The Board of Education East Butler Public School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s

general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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

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

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

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or

aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

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

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

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

(4) Extracurricular Activities—Fees for participation.

**THE FEE FOR 9-12 STUDENTS IS \$35.00.** This fee covers the following activities: cross country, football, volleyball, girls softball, boys basketball, girls basketball, wrestling, boys track, girls track, play production, speech, band, chorus, cheerleading & spiritleading.

**THE FEE FOR 7th & 8th GRADERS IS \$25.00.** This fee covers the following activities: football, volleyball, boys basketball, girls basketball, wrestling, boys track, girls track, Band 7 and Band 8.

The District does charge fees for participation in extracurricular activities. The District has determined to charge the following fees for participation in extracurricular activities for the school year:

<b><u>Activity</u></b>	<b><u>Description of Fee</u></b>	<b><u>Fee mount</u></b>	<b><u>Date Fee to Be Paid</u></b>
Any 9-12 NSAA Activities	Participation and Student Pass	\$35.00	Prior to First Contest
Any 7-8 School Activities	Participation and Student Pass	\$25.00	Prior to First Contest

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

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

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

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

(10) School Lunch programs. Students shall be responsible for items which students purchase from the District’s lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the

District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

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

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

(14) Course Fees: Students may be charged a fee to be enrolled in specific courses, such as Woodworking or Welding. Please check the Course Description manual for fees associated with particular courses. Course fees are expected to be paid within the drop/add period at the beginning of each semester. If fees are paid, students may be dropped from the course.

### **Section 10 Extra-Curricular programs:**

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

### **ADDING AND DROPPING ACTIVITIES**

If you participate in an activity, you are expected to remain with the activity until completed or at the end of the semester. You may drop from the activity with the consent of the head coach or sponsor. Students who become ill or injured should attend that activity until released by the head coach or sponsor.

A student who is dropped from the activity by the head coach or sponsor will not be eligible to join a new sport until the start of the next sport season. Students are expected to attend each practice session of the activity unless excused by the head coach or sponsor.

**FIELD TRIPS**

Field trips are often planned by the teacher for specific educational goals. The school requires the written consent of parents before a child is permitted to go with the group on a trip. A form requesting this permission will be sent home in advance of a trip and it should be returned promptly.

All regulations of the school and the regulations concerning bus transportation will be enforced and followed by the student on the field trip.

**ORGANIZATIONAL OFFICERS**

Students are permitted to hold **ONLY TWO** presidencies per year in a Class, Activity Club, or Organization. This is open to students grades 9-12 who meet NSAA Eligibility Regulations.

**SCHOOL OR CLASS PARTIES AND DANCES**

All school parties and dances are to be scheduled through the Principal's Office at least two weeks in advance of the recommended date. Each individual dance will have rules listed in the Hotline and Bulletin prior to the dance.

**SENIOR ATHLETE OF THE YEAR**

There will be one boy and one girl chosen in the spring for Senior Athlete of the Year. Athletes must be nominated by a head coach at a meeting of all voting coaches. Selection will be by secret ballot. Each head coach, assistant coach, and activities director will vote, (one vote per person). The athlete must have lettered in at least two sports in their junior and two sports in their senior year to be eligible. Consideration will be given for 1) Transfers; 2) Injury. Any athlete in violation of the school rules regarding suspension in their senior year forfeit eligibility. The athletes will be judged in the areas of 1) leadership; 2) sportsmanship; 3) teamwork; 4) ability; 5) accomplishment; and 6) academics. Winners will be accorded the "Athlete of the Year" title at the Athletic Banquet.

**SENIOR CLASS TRIP GUIDELINES**

A supervised Senior class trip will be held provided no other skip day is taken during the school year. Trip itinerary must be approved by the Principal and presented at the April Board of Education meeting.

**STATE QUALIFIERS**

Athletes and coaches who qualify for state competition will be given a meal allowance of \$20 per day. Only participants who qualify as either an individual or as a varsity member of a team are allowed to stay in hotels at a state event.

**STUDENT COUNCIL**

Membership is limited to 12 members.

To be considered for membership, any student may submit a petition form. Conditions are:

- A. Students fill out an application and receive two or three faculty references.
- B. Students vote for class representatives.

**Objectives:**

1. Provide a democratic form in which students can address those school-related issues which affect their lives.

2. Maintain a continuous communication channel from students to both faculty and administration, as well as among the students within the school.
3. Offer a year-long program of social functions and community involvement projects for students.
4. Train students in the duties and responsibilities of good leadership, using the school environment as the primary training ground.

### **WALL OF FAME REQUIREMENTS**

Wall of Fame Guidelines established by the Booster Club - 1992:

Athletes must accomplish one of these goals:

- Must finish 1st or 2nd in an Individual Event or Relay at the State Meet or Tournament.
- Must be a First or Second Team All State Selection by the Lincoln Journal Star or Omaha World Herald or AP.
- Must be a First Team Selection by the Nebraska Coaches Association.
- Must be an East Butler graduate.

### **STUDENT MANAGERS**

A. Elementary students who serve as student managers for high school athletic teams must have advanced, written permission from a parent or guardian before they will be allowed to miss school, or leave school early to accompany his or her team. Unless special permission is given by the teacher, all makeup work must be completed in advance. Elementary-aged student managers will be subject to the same "eligibility" rules as are high school students, and may be suspended from his or her activity, by request of teacher or parent/guardian, if it is deemed that the activity is having an adverse effect on the child's academic performance. Students missing all or part of a day while participating in a school-sponsored activity, will not be counted absent if all above-stated conditions are met.

### **PRE-PRACTICE REQUIREMENTS**

All students engaging in school athletics are required to have all of the following items (which are included on the physical form) filled out, signed, and on file in the office prior to participation in any practice or contest.

- 1) Physical Examination Form/History Form (on file at your clinic)
- 2) Consent Form/Clearance Form (on file in school office)

### **ACTIVITIES ON CHURCH NIGHT AND SUNDAYS**

According to the Nebraska School Activities Association, no athletic contests may be scheduled on Sundays. In addition to this the school wishes to work cooperatively with the churches of the community.

The school policy is that there will be no activities scheduled (including practices) on Wednesday evening. EXCEPTION: When an athletic team is required to play in conference, district, or tournament competition.

There will be NO activities scheduled for Sundays. EXCEPTION: When a team is required to play a contest on Monday on the varsity level, practices may be scheduled on Sunday afternoon but student attendance must be optional. For all such practices permission must first be granted through the Activities Director.

## Section 11 Concussion Policy

### 1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

### 2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

### 3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the

clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

#### 4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

#### 5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: [May 8, 2013]

## Article 10 – State and Federal Programs

### Section 1 Notice of Nondiscrimination

The East Butler Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinators may be contacted at:

East Butler Public School  
 Mr. Sam Stecher, Superintendent  
 Mr. Michael Eldridge, Secondary Principal  
 Mr. Shawn Biltoft, Elementary Principal  
 P.O. Box 36  
 Brainard, NE 68626  
 (402)545-2081

### Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The East Butler Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure

compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination of Students.

**Purpose:** East Butler Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the East Butler Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of East Butler Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

### **Section 4 Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.

6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education

record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

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

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

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

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

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extracurricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in East Butler Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Butler County Sheriff's Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

Federal Law requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

**Section 8 Notice Concerning Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 9 Student Privacy Protection Policy**

It is the policy of East Butler Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will

follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

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

Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## Section 10 Parental Involvement Policies

### A. General - Parental/Community Involvement in Schools:

East Butler Public School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with Federal Law. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

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

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

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

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children:
  - (1) timely information about programs under Title I,

- (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a schoolwide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents

in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:** In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

P.L. 103-382 affirms the principle that parental involvement is a vital part of the Title I program.

At the district level, it is the policy of East Butler Public School that parents of all participating children in Title 1 Schools have the opportunity to be involved in the joint development of the district plan and the district's review process for the purpose of school improvement. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parent contribution.

It is the policy of East Butler Public School that:

1. This jointly developed; written Title 1 policy is distributed to all parents. This policy will be included in the parent handbook.
2. An annual meeting is held for all parents.  
An annual meeting will be held each year. Notification will be given in a letter mailed to parents.
3. Parent are given assistance in understanding the requirements of the Title I Law, National Educational Goals, content standards, performance standards, and assessments.

Assistance will be provided at the annual meeting, parent-teacher conferences, informational meetings, The State Parent Involvement Conference, and in school publications.

4. Parents receive an explanation of the school's performance profile, expected proficiency levels for students, and their student's assessment results. Individual reports will be given to parents at parent-teacher conferences.
5. Parents receive timely responses to all parent recommendations. All information is sent to parents in the language used in the home. Full opportunities are provided for all parents to participate in Title I activities. Responses can be either verbal or written. An interpreter or translator will be used when necessary.
6. A jointly developed school/parent compact outlines how parents, the entire school staff, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high standards. All parents and staff were able to provide input into the development of the compact. The compact will be reviewed at the annual meeting.
7. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school. Parents are given help monitoring their student's progress. The school provides assistance to parents on how they can participate in decisions related to their student's education. The school provides reasonable support for parental involvement activities as requested by parents. The Title I staff can attend training sessions. Parents and staff may attend the Parent Involvement Conference each year. Opportunities for further training will appear in local publications.
8. The school coordinates and integrates parent involvement programs and activities with other programs as appropriate. East Butler Public School provides shared training opportunities, transitional meetings, and publications.
9. An annual evaluation of this parental involvement policy shall be conducted to determine the effectiveness of this policy and the barriers of this policy for increasing parent involvement. Policy evaluation findings shall be used in designing strategies for school improvement and revising parent policies. Surveys will be given to the parents. The results will be used for the distribution of reports/summaries and for action plans for improvement.

This policy was adopted by the East Butler Public School Board of Education - July 10, 2006

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(Signature and date of Authorized Official)

Recording Secretary  
East Butler Public School

## **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall

assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school or origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the East Butler Public Schools based on it being the school of origin, the new school and East Butler Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 12. Breakfast and Lunch Program**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

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

- child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
  7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
    - A publicly-announced, simple method for making an oral or written request for a hearing.
    - An opportunity to be assisted or represented by an attorney or other person.
    - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
    - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
    - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
    - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
    - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
    - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
  8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
  9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

## Appendix

- A. Attendance Improvement Plan
- B. Required Immunizations
- C. Complaint Form
- D. Prescription/Nonprescription Medicine Form
- E. Sharing Information Form
- F. Guest Permission Form for East Butler Dances

## Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: \_\_\_\_\_.

Those in attendance included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:

\_\_\_ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.

\_\_\_ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: \_\_\_\_\_  
\_\_\_\_\_.

2. Educational counseling (e.g. curriculum changes):

\_\_\_ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_ Educational counseling \_\_\_ has been \_\_\_ will be provided, consisting of the following: \_\_\_\_\_  
\_\_\_\_\_.

3. Educational evaluation:

\_\_\_ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.

\_\_\_ An educational evaluation \_\_\_ has been \_\_\_ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: \_\_\_\_\_  
\_\_\_\_\_.

4. Referral to community agencies for economic services:

\_\_\_ It was determined that economic services are not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about community agencies which may have economic services available to the family, which includes: \_\_\_\_\_  
\_\_\_\_\_.

5. Family or individual counseling:

\_\_\_ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about family or individual counseling that is available pertaining to: \_\_\_\_\_  
\_\_\_\_\_.

6. Assisting the family in working with other community services:

\_\_\_ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given assistance in working with community services pertaining to: \_\_\_\_\_  
\_\_\_\_\_.

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Date

## Summary of the School Immunization Rules and Regulations 2016-2017

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

The School Rules & Regulations are available on the internet: <http://www.lhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

**EAST BUTLER PUBLIC SCHOOL  
COMPLAINT FORM**

Name \_\_\_\_\_ Home Telephone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please check all areas that apply to your reason for submitting this complaint.

**Discrimination or Harassment based on:**

Race or Color

Sex

Religion

National Origin

Age

Disability

Other (Specify) \_\_\_\_\_

Not Applicable (my complaint is not about discrimination or harassment)

**I am being harassed by:**

A coworker

A student

My supervisor

Other

Not Applicable

Date(s) that conduct took place: \_\_\_\_\_

Give the name(s) of the person(s) against whom you are complaining:

\_\_\_\_\_  
Please state the nature of your complaint. Please attach extra sheets where you provide date(s) and time(s) of incident(s) where possible. \_\_\_\_\_

\_\_\_\_\_  
Others who may have information about my complaint (witnesses), with information about what they may know and where they may be contacted:

\_\_\_\_\_  
Relief requested (**what I want you to do**):

\_\_\_\_\_  
Where I may be contacted (if other than the above listed address/telephone):

\_\_\_\_\_  
I state that the above information is all true and accurate and I consent to the complaint being investigated.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PRESCRIPTION/NONPRESCRIPTION MEDICINE  
DISPERSAL FORM**

**IF YOU WISH FOR US TO DISPERSE MEDICINE AT ANY TIME DURING THE SCHOOL YEAR,  
PLEASE HAVE YOUR CHILD RETURN THIS FORM TO THE OFFICE AND INDICATE YOUR  
INTENTION BELOW.**

**THIS PERMISSION SLIP IS APPLICABLE FOR THE SCHOOL YEAR: \_\_\_\_\_**

**PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**PRESCRIPTION MEDICATION DISPERSAL**

I give permission to the East Butler Public School to administer the medication given to my  
son/daughter - NAME: \_\_\_\_\_

The medication is in a container with the correct prescription label on it.

The amount to be given is \_\_\_\_\_.

The time to be given is \_\_\_\_\_.

The medicine is given for \_\_\_\_\_.

The possible side effects are \_\_\_\_\_.

The child's doctor is \_\_\_\_\_.

Follow-up information requested \_\_\_\_\_.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NONPRESCRIPTION MEDICINE DISPERSAL**

I give permission to the East Butler Public School to administer the following medicine to my  
child(ren).

\_\_\_\_\_  
NAME OF MEDICINE

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
NAME OF MEDICINE

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
NAME OF MEDICINE

\_\_\_\_\_  
NAME OF STUDENT

**SHARING INFORMATION WITH OTHER PROGRAMS**

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

\_\_\_\_\_ No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.

**If you checked no, stop here. You do not have to complete or send in this form. Your information will not be shared.**

\_\_\_\_\_ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **District Student Fee Program.**

\_\_\_\_\_ Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **Early Childhood Education Program.**

**If you checked "Yes" to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call 402-545-2081

**Return this form to:  
East Butler Public School  
P.O. Box 36  
Brainard, NE 68626**

**EAST BUTLER PUBLIC SCHOOLS**  
**Guest Permission Form for School-Sponsored Dances**

- Guests must currently be enrolled in High School or **under the age of 20**. All Guests must complete the **Box A** located below.
- If the Guest is currently a High School student, then an administrator for his/her school must complete the **Box B** located below. **If the guest graduated or is not enrolled in high school**, they must complete the name of their last school and phone number in **Box B**.
- A signed form must then be returned to East Butler HS either via fax 402-545-2023 or in person.
- The completed form must be returned to East Butler High School by Wednesday before the dance.

**EBHS Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

<b>Box A - To be completed by Guest:</b>		
Name: _____	Age: _____	Date of Birth: _____
Home Address: _____	City: _____	State: _____
Home Phone: _____	Alternate Phone: _____	
Parent/Guardian Signature: _____		
<b>Box B - To be completed by an Administrator of the Guest's home High School:</b>		
Name of School: _____	School Phone: _____	
Is the above-named student currently in good standing?	YES	NO
Do you recommend that he/she be admitted to the EBHS dance?	YES	NO
School Administrator Signature and Title: _____		
Please print name here: _____		
<b>**The Guest's school Administrator must fax this form to EBHS @ 402-545-2023.**</b>		

I, \_\_\_\_\_ (Guest), agree to obey all rules and regulations set forth by East Butler High School's Parent-Student Handbook page 60 concerning school dances.

Signed (Guest): \_\_\_\_\_ Date: \_\_\_\_\_

**This form WILL NOT be accepted at the door on the night of the dance!**  
**EBHS Fax: 402-545-2023 /Attention: Michael Eldridge, HS Principal - meldridge@ebutler.esu7.org**

**East Butler Public School**

**TEACHER HANDBOOK**  
**2016-2017**



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**East Butler Public Schools Teacher Handbook  
2016-2017 School Year**

**FOREWORD**

**Section 1            Intent of Handbook**

Welcome to East Butler Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about East Butler Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the East Butler Public Schools and the East Butler Public Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

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

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2016-2017 and subsequent school years unless replaced by a later edition.

**Section 2            Information About East Butler Public Schools**

East Butler Public Schools is a recently expanded district in an agricultural setting. It is located in eastern Butler County, western Saunders County, and Northern Seward County. This district

contains 277.5 square sections of land and includes several smaller communities. Driving across the district from north to south is about an hour drive. There are three elementary centers, located in Brainard, Dwight and Prague, which serve the district and allow students to remain closer to home during their early educational experience. Brainard, the more centralized location is the site of the district's high school.

East Butler has diligently sought to update facilities as the expansions have occurred. The High School underwent building expansions in 1973 and 1996. The elementary addition to the High School was completed in 2002. A new elementary school, which replaced a previous facility, was built in Dwight in 2009. The most recent expansion, consolidation with Prague Public School in 2010, increased both the agricultural size and student population of the district.

### **Section 3      School Mission and Vision**

The mission of East Butler Public School, in cooperation with the communities we serve, will inspire students to become responsible, creative, and innovative citizens in the ever changing world. The Board of Education, Administration and Staff are committed to providing an environment where every child can grow and learn in a positive environment. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills,

- data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

#### Vision of East Butler Public Schools

- Create a safe and respectful environment for students and staff members.
- Expect and provide for high levels of commitment, collaboration, and communication among students, staff, and community members.
- Provide and maintain an effective curriculum that aligns with recognized standards and is systematically monitored.
- Empower students with innovative technology and strategies to succeed in a global society.
- Value diversity in ways that enrich student learning.

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 Daily Schedule – See Appendix E

### Section 2 Shortened Schedule – See Appendix E

### Section 3 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify KOLN/KGIN Channel 10 and the mass notification will be sent when inclement weather warrants such action.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9:00 p.m. for announcement during the 10:00 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:00 a.m. if possible). In any case, **an announcement will be made on KOLN/KGIN Channel 10 and the mass notification will be sent when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via KOLN/KGIN Channel 10 and the mass notification system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. East Butler Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the

event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

**Section 4 Contract Days**

Teachers are contracted for 185 work days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

**Section 5 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1      Employment**

A teacher is employed by East Butler Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

### **Section 2      Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

### **Section 4 Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

### **Section 5 Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

### **Section 6 Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year will be handled separately between the Administration and the individual staff member.

## **Section 7      Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

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

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

## **Section 8      Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

## **Section 9      Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

## **Section 10     403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under a Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected

by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### **Section 11 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for

illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

## Article 3 – ABSENCES FROM WORK

### Section 1 Paid Leave - Sick and Personal Leaves

#### Paid Leaves

1. *Paid Leaves Available.* East Butler Public Schools makes the following forms of paid leaves available to certificated employees: Sick Leave, Personal Leave, Professional Leave, and Bereavement Leave
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Unused Days.* There is no pay for unused paid leave either during or upon ending of employment except as may be provided in negotiated agreement approved by the Board, and except as required by law. A condition of paid leave being available is that the employee not engage in misconduct warranting termination. Accordingly, in the event the Superintendent or the Board determines that an employee has engaged in misconduct, there shall be no pay for unused leave days.

#### Sick Leave

6. *Days Per Leave Year.* Eligible employees have 10 days sick leave available per leave year.
7. *Availability.* Sick leave is a paid work day when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or temporary disability of the employee or due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition. Immediate family for purposes of sick leave means the employee's spouse, and dependent child.

8. *Use of Sick Leave.* Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.
9. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2015-2016 school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

#### Personal Leave

10. Up to two days or 16 hours of personal leave per year may be granted with approval by the Principal and then the Superintendent. A maximum of one day or 8 hours unused Personal Leave may be carried over to the next year to a maximum total accumulation of 3 days or 24 hours. A written request must be presented to the Principal stating the reasons for the leave request. Personal leave will not be granted to extend school vacation periods or in cases where personal financial gain will be realized as a result of the leave. Except in emergency situations, every attempt should be made to submit the request two or more days prior to the day for which the requested leave is being made.

#### Professional Leave

11. One day per year of professional leave may be granted for approved professional meetings, workshop, classroom visitations, or state contest/activities. Additional days may be granted subject to Administrative approval.

#### Bereavement Leave

12. *Immediate Family.* Paid family bereavement leave of 3 consecutive days is available to eligible employees in the event of the death of an immediate family member. If additional time is indicated, the extra days will be deducted from the individual's unused sick leave. The additional time will be granted at the discretion of the administration. The term "immediate family" for this purpose means the employee's spouse, child, parent, grandparent, grandchild and sibling; and family members standing in the same relation to the employee's spouse (in-laws). Immediate family may be extended at the discretion of the Superintendent. Family bereavement leave of 3 days is available for each such

death, provided that the total paid family bereavement taken in a leave year not exceed 10 days.

13. *Use of Bereavement Leave.* Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work. Bereavement Leave will be deducted from an employee's sick leave balance.
14. *Carry-over and Accumulation.* There is no carry-over or accumulation of unused bereavement leave.
15. *Eligibility Based on Years of Employment.* A "year of continuous employment" is determined based on a full leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment.

## **Section 2 Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed =  $1/185^{\text{th}}$  of total salary.

## **Section 3 Unpaid Leaves**

East Butler Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

### Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

#### **Section 4 Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The ESU may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§ 25-1640
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#### **Section 5 Family and Medical Leave Act**

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

##### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with East Butler Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of East Butler Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or East Butler Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Jim Koontz, Superintendent at (402)545-2081.

## **Section 6 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law.

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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### **Section 7      Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234
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### **Section 8      Subpoena to Testify Leave**

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the

employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school is not an opposing party in the legal matter.

**Section 9      Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8:00 a.m. to 8:00 p.m. Most employees are off duty on or before 6:00 p.m. If not off work by 6:00 p.m., the employee is usually not on duty before 10:00 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922
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## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

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

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend seven hours and 30 minutes on site, including lunch break, except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 30 minutes. Staff may leave the building earlier when called to a professional meeting.

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

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

### **Section 2 Arrival to Duty Assignments**

Full-time teachers have a designated on-site work day as 8 hours. Teachers are to be in the building by no later than 7:45 a.m., to be in their classroom no later than 8:00 a.m., and to remain on duty until 3:45 p.m. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time.

### **Section 3 Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

#### **Section 4 Lesson Plans**

Teachers will prepare lesson plans which cover at least three days of advance instruction. Please keep the lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, lesson plans should be kept in a place in which they will be readily available in the teacher's absence.

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

#### **Section 5 Daily Class Record Books**

Each teacher is required to enter attendance and grades in PowerSchool. Each teacher has the option to keep a complete and easily understandable record of the attendance and achievement of every student in a class record book. This must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
  - A. Days on which the student was tardy.
  - B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to East Butler Public Schools and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

## **Section 6 Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

### 1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin board regarding curriculum related matters in their primary classroom.

### 2. Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

### 3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

### 4. Use of Paraeducators

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

5. Use of Student Aides

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

6. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

7. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. Email/Voicemail

Each teacher will be assigned a school e-mail address and a school voicemail for purposes of intra-school and inter-school correspondence. Teachers should check for email throughout the day, and should respond within 24 hours to e-mails which require a response, but should avoid checking and responding to emails during instructional time. Voicemail should be checked on a regular basis and call should be returned within 24 hours which require a return call. Use of the District's email system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

9. Teacher Mail Box

Each teacher will be assigned a mailbox located in the main office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communicate regarding school business.

10. Teachers Meetings

Teachers' meetings will be scheduled as needed. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

**Section 7 Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at East Butler Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office

so those repairs may be undertaken.

- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

#### 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

#### Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder

#### Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

#### Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### **Section 8 Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep

rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### **Section 9 Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff and are to be stored in the office. Medical

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

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

### **Section 10 Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
  - (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of

physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

## **Section 11**

### **Curriculum – Assessments**

#### **1. State Assessments.**

East Butler Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

#### **2. Achieving Valid Assessments.**

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

- i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
- ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
  - iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to

report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Professional Ethics Standards**

The East Butler Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

#### **Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

#### **Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of

the activities for which a special services counseling certificate is issued in Nebraska.

- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. **Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.**
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

**Section 2 Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 3      Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

#### **A.      Notification of Arrest, etc.**

Employees must notify Superintendent by the next business day after:

1.    **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of East Butler Public Schools;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
    - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of East Butler Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
2.    **Certificate or License.** The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3.    **Child Abuse.** The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any

time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

#### B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with East Butler Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

#### C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on East Butler Public Schools property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

#### D. Tobacco

The use of tobacco products is prohibited in all buildings and all vehicles owned or under the control of the District. Smoking is also prohibited in any outdoor areas where others may be affected by smoke, including areas near the entry of buildings.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	7-13-2009

**E. Complaints or Concerns of Employees**

Employee are to inform East Butler Public Schools of any complaints or concerns about the operations of East Butler Public Schools using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of East Butler Public Schools and a duty of all of the District’s employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote East Butler Public Schools’ mission. Employees must ensure that all applicable laws and regulations are followed by East Butler Public Schools and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee’s immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of East Butler Public Schools.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

East Butler Public Schools will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee’s act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

**Section 4 Relationships**

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

### Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, Twitter, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

### **Section 5 Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

### **Section 6 Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.

4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Section 7      Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

### **Section 8              Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

### **Section 1 Purpose and Goals of Academic Achievement**

The East Butler Public Schools Board of Education is committed to providing a quality education for all East Butler Public Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2 Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### **Section 3 Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

### **Section 4 Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in PowerSchool. A sufficient number of grades must be recorded to justify all quarter and semester grades for each student. Please keep

consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress is as follows:

A	= 94 – 100
B	= 86 – 93
C	= 78 – 85
D	= 70 – 77
F	= Below 70

Below 70 – Failing and No Credit  
INC – Incomplete

The preceding grade scales are expected to be used according to the following guidelines:

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

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of

credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into East Butler Public Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, second quarter/first semester, third quarter, and fourth quarter/second semester. The school uses PowerSchool to manage grades and attendance. Teachers are expected to update grades on a weekly basis.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

## **Section 5      Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, two Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

## **Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Section 2 Smoke and Tobacco-Free Workplace**

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

### **Section 3 Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b. The frame or receiver of any object described in the preceding example;
- c. Any firearm muffler or silencer;

- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e. Any bludgeon, sandclub, metal knuckles, or throwing star;
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

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

#### **Section 4 Use of District Computer Network and Internet**

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

#### **Section 5 Use of School Facilities**

Teachers will be issued keys and key fobs to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

#### **Section 6 Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

#### **Section 7 Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

#### **Section 8 Visitors**

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

#### **Section 9 Salespersons**

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

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

#### **Section 10 Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

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

### **Section 11 Video Surveillance**

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

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

### **Section 12 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 13 Copyright and Fair Use Policy**

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

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

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

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

#### **Section 14 Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

#### **Section 15 Safety**

##### Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the President of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

##### Safety Practices

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.

8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

#### Use of Personal Vehicles

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

#### Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

#### Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## **Article 8 – STATE AND FEDERAL PROGRAMS**

**Section 1 Notice of Nondiscrimination**

The East Butler Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (EEOC)	The U.S. Equal Employment Opportunity Commission
8930 Ward Parkway	1801 L Street, N.W.
Suite 2037	Washington, D.C. 20507
Kansas City, MO 64114	(800) 669-4000; TDD: (800) 669-6820
816-268-0550	
FAX: 816-823-1404; TDD: 800-437-0833	

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

**Section 2 Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: East Butler Public Schools, 212 South Madison Street, P.O. Box 36, Brainard, Nebraska 68626, (402) 545-2081.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent

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

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

#### Elimination of Discrimination

The East Butler Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination

Purpose: East Butler Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the East Butler Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- o Submission to such conduct is either an explicit or implicit term and condition of

employment or of participation and enjoyment of the school's programs and activities;

- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of East Butler Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4      Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1.      Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.

2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

#### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

#### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

### **Section 7 Disclosure of Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

### **Section 8 Student Privacy Protection**

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

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

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

## **Section 9 Parental Involvement**

### General - Parental/Community Involvement in Schools

The District's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child's records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

### Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001

relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

**Section 10 Homeless Students**

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

**Section 11. Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

**Section 12. Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**General Notice Of COBRA Continuation Coverage Rights  
(For use by single-employer group health plans)**

**\*\* Continuation Coverage Rights Under COBRA \*\***

**Introduction**

You are receiving this notice because you have recently become covered under the East Butler Public Schools group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

**What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;

- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Jim Koontz, Superintendent**

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of

employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred. **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

### **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information**

Blue Cross Blue Shield  
P.O. Box 3248  
Omaha, NE 68180

Sam Stecher, Superintendent  
P.O. Box 36  
Brainard, NE 68626  
402.545.2081

# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### FEDERAL MINIMUM WAGE

# \$7.25

 PER HOUR

BEGINNING JULY 24, 2009

- OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.
- Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:
- No more than**
- **3** hours on a school day or **18** hours in a school week;
  - **8** hours on a non-school day or **40** hours in a non-school week.
- Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.
- TIP CREDIT** Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.
- ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.
- Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act’s child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.
- ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
  - Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
  - Some state laws provide greater employee protections; employers must comply with both.
  - The law requires employers to display this poster where employees can readily see it.
  - Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
  - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627



U.S. Wage and Hour Division

# WWW.WAGEHOUR.DOL.GOV



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division





# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

## East Butler Jr/Sr High Class/Time Schedules – 2016-2017

<p style="text-align: center;"><b>Schedule A</b> <u>Regular Start/Dismissal 3:30pm</u></p> <p>1<sup>st</sup> 8:00 – 8:46                  2<sup>nd</sup> 8:48 – 9:34                  3<sup>rd</sup> 9:36 – 10:22                  4<sup>th</sup> 10:24 – 11:10                  5<sup>th</sup> 11:12 – 11:58</p> <p><b>SH/Lunch</b></p> <p style="padding-left: 20px;">A Lunch 12:00 – 12:30                  A Study Hall 12:32 – 1:02                  B Study Hall 12:00 – 12:30                  B Lunch 12:32 – 1:02</p> <p>6<sup>th</sup> 1:04 – 1:50                  7<sup>th</sup> 1:52 – 2:38                  8<sup>th</sup> 2:40 – 3:26</p>	<p style="text-align: center;"><b>Schedule B (Last Day of The Week)</b> <u>Early Dismissal – 2:30pm – Tiger Time</u></p> <p>1<sup>st</sup> 8:00 – 8:35                  2<sup>nd</sup> 8:37 – 9:12                  3<sup>rd</sup> 9:14 – 9:49                  4<sup>th</sup> 9:51 – 10:26                  5<sup>th</sup> 10:28 – 11:04                  6<sup>th</sup> 11:06 – 11:42</p> <p><b>7<sup>th</sup>/Lunch</b></p> <p style="padding-left: 20px;">A Lunch 11:44 – 12:14                  A Class 12:16 – 12:52                  B Class 11:44 – 12:20                  B Lunch 12:22 – 12:52</p> <p>8<sup>th</sup> 12:54 – 1:30                  T.T. 1:30 - 2:30</p>
<p style="text-align: center;"><b>Schedule C</b> <u>Late Start - 10:00am – No SH</u></p> <p>1<sup>st</sup> 10:00 – 10:35                  2<sup>nd</sup> 10:37 – 11:12                  3<sup>rd</sup> 11:14 – 11:49</p> <p><b>4<sup>th</sup>/Lunch</b></p> <p style="padding-left: 20px;">A Lunch 11:51 – 12:21                  A Class 12:23 – 12:58                  B Class 11:51 – 12:26                  B Lunch 12:28 – 12:58</p> <p>5<sup>th</sup> 1:00 – 1:35                  6<sup>th</sup> 1:37 – 2:12                  7<sup>th</sup> 2:14 – 2:49                  8<sup>th</sup> 2:51 – 3:26</p>	<p style="text-align: center;"><b>Schedule D</b> <u>Early Dismissal – 1:30pm – No SH</u></p> <p>1<sup>st</sup> 8:00 – 8:35                  2<sup>nd</sup> 8:37 – 9:12                  3<sup>rd</sup> 9:14 – 9:49                  4<sup>th</sup> 9:51 – 10:26                  5<sup>th</sup> 10:28 – 11:04                  6<sup>th</sup> 11:06 – 11:42</p> <p><b>7<sup>th</sup>/Lunch</b></p> <p style="padding-left: 20px;">A Lunch 11:44 – 12:14                  A Class 12:16 – 12:52                  B Class 11:44 – 12:20                  B Lunch 12:22 – 12:52</p> <p>8<sup>th</sup> 12:54 – 1:30</p>
<p style="text-align: center;"><b>Schedule E</b> <u>Early Dismissal – 12:00pm</u></p> <p>1<sup>st</sup> 8:00 – 8:28                  2<sup>nd</sup> 8:30 – 8:58                  3<sup>rd</sup> 9:00 – 9:28                  4<sup>th</sup> 9:30 – 9:58                  5<sup>th</sup> 10:00 – 10:28                  6<sup>th</sup> 10:30 – 10:58                  7<sup>th</sup> 11:00 – 11:28                  8<sup>th</sup> 11:30 – 12:00</p>	<p style="text-align: center;"><b>LUNCHES</b></p> <p>1st Lunch - 7, 8, 9 (A, B, C, D)                  2nd Lunch - 10, 11, 12 (A, B,C, D)</p>



**RECEIPT OF 2016-2017 EAST BUTLER PUBLIC SCHOOL TEACHER  
HANDBOOK**

This signed receipt acknowledges receipt of the 2016-2017 Teacher Handbook of East Butler Public School. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

Return to:

Sam Stecher, Superintendent  
East Butler Public School  
212 South Madison Street  
P.O. Box 36  
Brainard, Nebraska 68626



# *e~Funds for Schools*

***MORE FEATURES, LOWER COST, BETTER PRODUCT***



***Built for Schools by Schools***





# WELCOME!

## What is e~Funds for Schools?

*E~Funds for Schools is a fully encrypted, secure web based program that allows schools to collect payment for anything that a school would like to collect payments for, all at no cost to the school!*

*Funds received from payments can be disbursed and distributed to an unlimited number of school bank accounts. The school controls and assigns operator access to different school users and school related entities. Many additional features are available!*

*Extensive transaction and on-demand reporting will provide the school and auditors with a solid audit trail of funding to each school department.*



# ***Additional Features of e~Funds for Schools***

## **SCHOOL USES**

### ***Food Service Payments:***

- School Lunches/Breakfast*
- Concessions*
- Catering*
- Maintain Account balances*
- Automatic recurring payments*
- Low balance notices and low balance payments*

# ***Additional Features of e~Funds for Schools***

## **SCHOOL USES**

### ***School Fees, Events, and Activity Payments:***

- Pay to Play*
- Sports Events*
- Tickets - School Plays and other events*
- Parking Fees*
- Registration Fees*
- Book Rentals*
- Library Fines*
- HR Retiree Health Insurance co-pays*
- Fundraising*
- Donations*

# ***Additional Features of e~Funds for Schools***

## **SCHOOL USES**

### ***School Fees, Events, and Activity Payments: (continued)***

- *Tuition Payments*
- *Summer School classes*
- *Day care*
- *Driver's Ed*
- *School store*
- *Class Sign-ups*
- *Notices to Parents*
- *Electronic receipting*
- *Bus fees*
- *Tax payments*
- *Payment plans*
- *More....*

# ***Additional Features of e~Funds for Schools***

## ***VALUE FOR THOSE THAT USE IT***

### ***Who should be using e~Funds for Schools:***

- Food Service Directors*
- Business Managers*
- Accounting & Financial personnel*
- HR Directors*
- Athletic Coordinators*
- Secretaries and Teachers*
- Community Ed*
- PTO (PTA) groups*
- Band Boosters*
- Foundation Fundraisers*
- Before/After school Daycare*
- Driver's Ed trainer*
- Transportation Dept.*

# ***Additional Features of e~Funds for Schools***

## ***PRODUCTS***

### ***Cash Tracker***

- Monitor over the counter cash and checks received by the school
- 5 cents per “transaction” (line items in a session)
- Electronic Receipts
- Paper check conversion (12 cents per paper check converted)
- Audit reports

# ***Additional Features of e~Funds for Schools PRODUCTS***

## ***In Person Credit Card***

- Receive over the counter/In-person credit card payments
- Cost of \$85.00 for each USB “wedge” credit card swipe unit
- School Pay option is 3.2% plus .20 per transaction to the school  
(An added Surcharge fee can help offset school costs)
- Use remotely for sporting events
- Use as part of POS Express module (Point of Sale Express)

# ***Additional Features of e~Funds for Schools PRODUCTS***

## ***Touch Screen POS Loaded***

- More features and functionality than POS Express
- Receive over the counter/In-person credit card payments
- School districts purchase own hardware, pay a licensing fee for software
- Unlimited software licenses included for each school district (\$500 annually for the district and \$180 per school building that makes up the district is the calculated license fee)
- Transaction cost is 3.2% plus .20 per transaction to the school (An added Surcharge fee can help offset school transaction costs)

# ***Additional Features of e~Funds for Schools PRODUCTS***

## ***Sign Up and Pay***

- Adult Ed
- Textbook Rental
- Registration for Classes, Activities, Summer School
- Community Ed programs

# ***Additional Features of e~Funds for Schools***

## ***PRODUCTS***

### ***Mobile Pay***

- Make payments for lunch, fees, and other items or events
- Pay for multiple students, multiple items, across multiple school buildings in the district all in one transaction
- Use most smart phones or tablet devices
- Receive email/text receipts
- Check student outstanding fee balances

# ***Additional Features of e~Funds for Schools***

## **CONTACT INFORMATION**

***e~Funds for Schools***  
866-770-5856

- Contact Info:
- Richard Waelti... VP Sales
- e~Funds for Schools
- 1-866-770-5856 or 262-377-8306
- [www.efundsforschools.com](http://www.efundsforschools.com)

# Elementary Principal Report July Board Meeting



## I. National Agriculture in the Classroom (AITC) Conference:

- A. Patti Romshek and Kathy Bohac were recipients of scholarships to attend the National AITC Conference. It was held in Litchfield Park, Arizona on June 21-25.
- B. They were able to visit dairy and organic farms in Arizona. Then attended a variety of sessions at the conference associated with agriculture. They plan to use many of the ideas presented in their classrooms.



## II. Summer Reading Programs:

- A. Summer reading programs have concluded in Dwight and Brainard.
- B. Dwight:
  - 1. 29 different students attended summer reading throughout the 4 sessions.
  - 2. The theme was, “**Making Amazing Things Happen!**” The students were able to find connections to math in literature. Students also used recipes and cooking to illustrate math and reading principles.
- C. Brainard:
  - 1. Approximately 45 students attended the sessions throughout each morning.
  - 2. Grade 3-6 students learned about early literacy. They made brochures that included information about the benefits of early literacy. The students assembled 12 bags that were donated to the Butler County Health Care Center. The bags included the brochures and books that will be given to parents of newborn children at the hospital.

## III. Reading and Math Program:

- A. RAMP Participation:
  - 1. Grades K-1: 9 students
  - 2. Grades 2-3: 9 students
- B. Becky Dozler is serving as a paraeducator for the summer session and drives the van from Brainard to Dwight. Rebecca Matthews is also serving as a paraeducator for R.A.M.P. to assist with students needs.

## IV. Adolescent Literacy Learning (ALL):

- A. Stephanie Maca, Mary Miller, Valerie Vandenberg, Marilyn Walla and I attended the first ALL training session in Norfolk on June 22.
- B. Dr. Kevin Feldman provided training on a variety of research-based instructional strategies that can be used in the classroom to increase engagement.

## V. Language Arts Curriculum:

- A. East Butler teachers will continue working on Language Arts Curriculum on July 18-19. The goal is to create a meaningful document that is aligned to state standards, which will help guide instruction.

## VI. Additional Information:

- A. Powerschool Training-Mr. Eldridge, LuAnn Hofpar, Kim Fuehrer and I will be attending training on July 12-13 in Kearney.
- B. Administrator Days will be taking place in Kearney July 27-29.

To: East Butler Public Schools Board of Education  
From: Michael Eldridge, Secondary Principal  
Date: July 13, 2016  
Re: Secondary Principal's Report

**I. Student-Parent Handbook**

- a. The handbook is included in the board agenda. Below are the items that were additions or changes
  - i. Foreword - Pages 1-6
  - ii. Page 14 - Bell Schedule
  - iii. TigerTime wording - Page 29
  - iv. Work Experience Program - Page 38
  - v. 504 Program information - Page 41 & 93
  - vi. Lunch and milk prices will change, once they have been established by the board. - Page 36

**II. Staff Handbook**

- a. The only changes made in the handbook for this year, were the updating of the dates.

**III. Down List**

- a. With the changes to Tiger Time for next year, I will be implementing an incentive program, where teachers are closely monitoring student progress. An Example of the monitoring sheet is attached.
  - i. In this program, students will earn points towards awards and accomplishments.
  - ii. The winning TigerTime group will receive some sort of reward for their accomplishments.
  - iii. The winning group will be recognized at an all school assembly, that will be planned at a later time.
  - iv. Each individual student will also receive recognition for their accomplishments.
- b. An overview of the down list for 2nd semester is attached to this report.

**IV. School Breakfast & Lunch**

- a. Attached is a breakdown of the average number of students that ate school breakfast.
- b. During the second semester, the kitchen staff implemented an Ala Carte program for our secondary students.
  - i. This received overwhelming praise from the student body.
    1. We had an average of 40-50 students daily participate in this program.

**V. ParaProfessionals**

- a. Mr. Biltoft and I conducted interviews of Paraprofessionals.
- b. The positions have been offered to and accepted by Kyla Geewe and Brindie Howerton.

**TIGER TIME: WEEKLY GRADE CHECKS**

Name \_\_\_\_\_

Teacher \_\_\_\_\_

INSTRUCTIONS: Write down the number of A, B, C, D, or F's that you have & multiply by the points possible for each grade. Add on point for each honors class that you are taking & total amount.

<u>Aug. 26th: Practice</u>	<u>September 2nd</u>	<u>September 9th</u>	<u>September 16th</u>
# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____
<u>September 23rd</u>	<u>September 30th</u>	<u>October 7th</u>	<u>October 21st - Use Final 1st Quarter Grades</u>
# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____	# A's ____ x 8= ____ # B's ____ x 6= ____ # C's ____ x 4= ____ # D's ____ x 2= ____ # F's ____ x 0= ____ # Honors= ____ Total ____

**1st Quarter Recognition:**

Did you have perfect attendance: YES NO

Did you participate in any extracurricular activity/student clubs this quarter: YES NO

**PLEASE CHECK FROM THE LIST BELOW IF YOU PARTICIPATE THIS PAST QUARTER:**

<b>Athletics</b>	<input checked="" type="checkbox"/>	<b>Fine Arts</b>	<input checked="" type="checkbox"/>	<b>Student Organizations</b>	<input checked="" type="checkbox"/>
Football		Band		FBLA	
Cross Country		Chorus		FCCLA	
Softball		Speech		FFA	
Volleyball		One Act		Letterclub	
Fall Cheerleading		Dance Team		National Honors Society	
Winter Cheerleading				Quiz Bowl	
Spiritleading				Student Council	
Basketball				Yearbook	
Wrestling					
Track & Field					

### Down List - 2nd Semester

<u>Week</u>	<u>Number of Students</u>	<u>Percentage on the Down list</u>
January 11	9	6%
January 18	33	23%
January 25	31	22%
February 1	28	20%
February 8	31	22%
February 15	31	22%
February 22	29	21%
February 29	33	23%
March 7	29	21%
March 14	24	17%
March 21	43	31%
March 28	36	26%
April 4	36	26%
April 11	32	23%
April 18	28	20%
April 25	28	20%
May 2	29	21%
May 9	29	21%
<b>Average</b>	<b>29</b>	<b>21%</b>

## **Breakfast & Lunch Program**

<b><u>Program</u></b>	<b><u>Average</u></b>
Grab N' Go	33 students
Ala Carte	40 - 50 secondary students

- **As you can see, the Grab N' Go method is providing our elementary students with breakfast, on average we had 3 secondary students sign up for the Grab N' Go.**
  - **Free and Reduced applies to the Grab N' Go breakfast.**
- **Our secondary students have overwhelmingly participated in the Ala Carte option. The students can grab something from the Ala Carte line and take it with them. (The Ala Carte line is for secondary students only) - This program was started in October.**
  - **Items on the Ala Carte line - Fresh fruit, juice, fruit cups, cereal, cereal bars, pop tarts, etc.**
  - **Free and Reduced does not apply to the Ala Carte line.**
  - **Families have to pay directly out of pocket.**
    - **2 items for \$1.00.**