



## **Regular Board of Education Meeting**

Educational Service Unit 7, Oak Room

2657 44th Ave

Columbus, NE 68601-8537

Monday, May 15, 2023 at 5:30 PM

Posted Locations:

Columbus Telegram Newspaper

Columbus Telegram Website

ESU 7 North Building Front Door

Posted Date: 05/08/2023

### **1. Call the Meeting to Order**

#### **LEADERSHIP • SERVICE • SUPPORT**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website [www.esu7.org](http://www.esu7.org) and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

Roll call was taken at 5:34pm.

Board President conducted the meeting.

Staff present:

Larianne Polk, Administrator

Linda Shefcyk, Business Manager

Mindy Reed, Secretary to the Board of Directors

Marci Ostmeyer, Professional Development Director  
Tami Clay, Special Education Director  
Dan Ellsworth, Network Operations Director

#### 1.1. Notification of Open Meetings Law

This meeting has been preceded by reasonable advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the meeting room.

#### 1.2. Roll Call

#### 1.3. Absent Board Members

Board President Doug Pauley will be absent. Board members Donald Ellison and Richard Stephens will be absent. President Pauley, Donald Ellison, and Richard Stephens notified the Administrator prior to the board meeting.

**Recommendation:** Discuss, consider and take action to approve the Board member absences.

Discuss, consider and take action to approve the Board member absences as presented. Passed with a motion by Donald Ellison and a second by Dawn Lindsley.

Richard Luebbe:	Absent
Jennifer Miller:	Absent
Doug Pauley:	Absent
Richard Stephens:	Absent
Bob Arp:	Yea
Joyce Baumert:	Yea
Marni Danhauer:	Yea
Donald Ellison:	Yea
Dan Hoesly:	Yea
Dawn Lindsley:	Yea
Gary Wieseler:	Yea
Jack Young:	Yea

Yea: 8, Nay: 0, Absent: 4

Board President Doug Pauley, Board Secretary Jennifer Miller, and board members Richard Stephens and Richard Luebbe were absent. Board President Doug Pauley and Board Secretary Jennifer Miller notified the Administrator prior to the meeting.

#### 1.4. Pledge of Allegiance All members present participated in the Pledge of Allegiance.

### 2. Approval of Agenda

The sequence of agenda topics is subject to change at the discretion of the Board.

**Recommendation:** Discuss, consider and take any necessary action to approve agenda as presented.

Agenda as presented Passed with a motion by Gary Wieseler and a second by Joyce Baumert.

Richard Luebbe: Absent  
Jennifer Miller: Absent  
Doug Pauley: Absent  
Richard Stephens: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Dawn Lindsley: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

3. Welcome Visitors No visitors present.
4. Public Comment The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents. No public comments provided.

5. May Spotlight - Early Learning Connection Grant Angel Mayberry, Early Learning Connection Coordinator - Platte Valley Region, will be presenting the May Spotlight to the board. Angel Mayberry, Early Learning Connection Coordinator, reviewed the attached presentation.
6. ESU 7 Continuous Improvement External Team Report The attached Continuous Improvement report was prepared by our External Team. The CIP Core Team will share the report with the Board. The core team who prepared for the External Visit consists of Resource Coach Amy Mazankowski, Migrant Education Coordinator Cynthia Alarcon, and Professional Development Director Marci Ostmeier. The core team played the initial kick-off video for the board.

Educational Service Agencies follow Rule 84 for accreditation. The external team who conducted the external visit were selected based off their positions with ESUs. A school Superintendent was also part of the external team. The core team wanted to get the perspective of others from ESUs and the schools. The external team needed to review the ESU 7 standards prior to the external visit. The external team also reviewed the ESU 7 continuous improvement process to include timelines of events. External

visits occur every five years according to Rule 84. The core team wanted to make sure everyone on staff at ESU 7 understood the purpose of the external visit. The process to prepare for the external visit started in 2020. A large portion of the work to prepare was done in 2021-2022. All of the evidence for the external visit was personalized based on what was done at ESU 7. Prior to the external visit in 2022-2023, the core team organized all of the evidence and prepared everything so the story flowed smoothly. The external team was presented with all of the evidence collected over the last five years. This external visit was completed with a new standards rubric. The way the evidence was presented to the external team was on a Google website (see link below). The other way the external team collected evidence was through stakeholder interviews they collected during the external visit.

The core team wanted to make sure everything was polished before the external visit. One area emphasized was that of service innovation. Every department was asked how they were innovative and it was included on the innovation link on the Google site. The core team was able to present the strengths of the ESU 7 staff using the Clifton Strengthsfinder®.

There are four domains on the external visit rubric: Purpose and Leadership, Programs and Services, Stakeholder Relationships and Communication, and Resource Capacity. There was a self-assessment piece for each component and linked evidence.

This external visit was different than the previous one. This visit, the core team had intentional expectations to represent every department. Every month, in the Agency Team meetings, the team would look at the domains and decide which evidence should be included. The core team was responsible for knowing the standards and communicating that to the Agency Team and other departments. The external team was able to assess ESU 7 and also to look at the ESU 7 self-assessment. The Agency Team completed a self-assessment and there was extensive discussion to get to a consensus.

The core team discussed the commendations and recommendations which are included in the External Report. Each commendation and recommendation is tied to a standard. Please see attached report.

The Accreditation Google Site  
is: <https://sites.google.com/esu7.org/esu7accreditation/home>

## 7. **Consent Agenda**

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills

- Policy review with no recommended changes
- Other routine agenda items

**Recommendation:** Discuss, consider and take any action necessary to approve the consent agenda as presented.

Consent agenda as presented Passed with a motion by Bob Arp and a second by Marni Danhauer.

Richard Luebbe: Absent  
 Jennifer Miller: Absent  
 Doug Pauley: Absent  
 Richard Stephens: Absent  
 Bob Arp: Yea  
 Joyce Baumert: Yea  
 Marni Danhauer: Yea  
 Donald Ellison: Yea  
 Dan Hoesly: Yea  
 Dawn Lindsley: Yea  
 Gary Wieseler: Yea  
 Jack Young: Yea  
 Yea: 8, Nay: 0, Absent: 4

7.1. Minutes

**This is a consent item.**

7.2. Presentation of Bills #76086 through #76251 totaling \$1,015,649.14

The summary of bills for the current month total:\$1,015,649.14 - Bills #76086 through #76251  
 Inservice bills total: \$0

	Amount	Vendor	Description
7611 2	\$13,199.0 0	Daktech Computers	Technology flow through
7612 5	\$32,004.0 0	Fauss Construction	LA Kitchen remodel
7612 6	\$13,200.0 0	First National Bank	Checks for Migrant Binational Teachers
7613 8	\$9,000.00	Institute of International Education	Migrant contracted services - Binational
7617 4	\$32,075.2 3	Renaissance Learning Inc.	Schoolzilla software for schools
7617 5	\$10,000.0 0	Rosetta Stone	Migrant license renewal

7617 9	\$9,620.00	Waverly Public School	Refund check - paid wrong amount
-----------	------------	-----------------------	----------------------------------

**This is a consent item.**

7.3. Excess Lodging and Meals

Excess Lodging and Meals: The Admin Dept has excess travel expenses while attending the May ESUCC PDO Meetings in Kearney, NE, May 2-4, 2023.

Excess for lodging and meals:

- May ESUCC PDO Meeting (Kearney, NE: May 2-4, 2023)
  - Larianne Polk - \$133.37

**This is a consent item.**

7.4. Reading of Article I, Section 6, A Concept of Administration

**This is a consent item.**

7.5. Reading of Article I, Section 6, B Administrator.

**This is a consent item.**

7.6. Reading of Article I, Section 6, C Duty and Function of the Administrator

**This is a consent item.**

7.7. Reading of Article II, Section 6, B Notice of Budget Meeting

**This is a consent item.**

7.8. Reading of Article III, Section 1, D Requests, Cost, and Payment

**This is a consent item.**

7.9. Reading of Article III, Section 1, F Special Education Cooperative

**This is a consent item.**

7.10. Reading of Article III, Section 7, G Internet Safety Policy

**This is a consent item.**

7.11. Reading of Article IV, Section 2, A Staff Handbooks and Job Descriptions

**This is a consent item.**

7.12. Reading of Article V, Section 5, C Use of Restraints and Seclusion

**This is a consent item.**

7.13. Reading of Article V, Section 5, D Removal of Students and Interviews of Students

**This is a consent item.**

7.14. Reading of Article V, Section 6, A Student/Parent Handbook

**This is a consent item.**

7.15. Reading of Article V, Section 6, B Search and Seizure

**This is a consent item.**

7.16. Reading of Article V, Section 6, C Anti-Bullying

**This is a consent item.**

7.17. Reading of Article V, Section 7, A Prohibition on Mandatory Medication

**This is a consent item.**

7.18. Reading of Article V, Section 7, B Dispensing Medications

**This is a consent item.**

7.19. Reading of Article V, Section 7, C Student Self-Management of Asthma, Anaphylaxis and Diabetes

**This is a consent item.**

7.20. Reading of Article V, Section 7, E Emergency Medical Aid

**This is a consent item.**

7.21. Reading of Article V, Section 7, F Wellness

**This is a consent item.**

7.22. Reading of Article V, Section 8, A Procedures for Control of Infectious Diseases

**This is a consent item.**

7.23. Reading of Article V, Section 8, B Emergency Closure of ESU 7 Buildings

**This is a consent item.**

7.24. Reading of Article V, Section 8, C Emergency Exclusion of Persons from ESU 7

**This is a consent item.**

7.25. Reading of Article V, Section 9, A Student Fees

**This is a consent item.**

7.26. Reading of Article V, Section 10, A Safe Pupil Transportation Plan

**This is a consent item.**

7.27. Reading of Article V, Section 10, B Safe Driving Standard for Drivers

**This is a consent item.**

7.28. Resignations

- Jennifer Fistler, Early Childhood Special Education Teacher - Last day will be May 17, 2023.

**This is a consent item.**

7.29. 2023-2024 Contract for Angel Mayberry, Early Learning Connection Grant Coordinator **This is a consent item.**

8. Treasurer's Report

**Review the breakdown of the Treasurer's Report**

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Dawn Lindsley and a second by Joyce Baumert.

Richard Luebbe: Absent

Jennifer Miller: Absent

Doug Pauley: Absent

Richard Stephens: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Dawn Lindsley: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 8, Nay: 0, Absent: 4

9. Handbook Committee Update - Approval of Student Services Handbooks  
Annually, the Board of Educational Service Unit 7, will review and approve the ESU 7 Employee Handbook and ESU 7 Student/Parent Handbooks. The Handbook Committee will provide an update. Chairperson Dawn Lindsley will provide an overview of how the handbook revision process went this year and if any changes are necessary.

**Recommendation:** Discuss, consider and take any action necessary to approve the ESU 7 Student/Parent Handbooks and the ESU 7 Employee Handbook as presented.

Discuss, consider and take any action necessary to approve the ESU 7 Student/Parent Handbooks and the ESU 7 Employee Handbook as presented Passed with a motion by Dawn Lindsley and a second by Joyce Baumert.

Richard Luebbe: Absent  
Jennifer Miller: Absent  
Doug Pauley: Absent  
Richard Stephens: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Dawn Lindsley: Yea  
Gary Wieseler: Yea  
Jack Young: Yea

Yea: 8, Nay: 0, Absent: 4

Handbook Committee Chairperson Dawn Lindsley presented the attached drafts of the handbooks for approval. The changes are highlighted in each of the handbooks.

10. **Administrator's Report General**

- ESUCC Update
- Board pictures at the June Board Meeting
- Professional Development Report - Director Ostmeyer
- Special Education Report - Director Clay
- Technology Report - Director Ellsworth
  - NCN Update
- Upcoming Events

- NASB School Leaders & Law Conference: June 14-15, 2023 in Kearney (Registration Deadline: June 8, 2023)
- NASB/ESU 7 Boardmanship Event: June 20, 2023 in Columbus (Registration Deadline: June 2, 2023)
- NASB 2023 Area Membership Meetings: August 2023 (No agenda available as of now)
- NASB Labor Relations Conference: October 4-5 in Lincoln (No agenda available as of now)
- NASB State Education Conference: November 15-17 in Omaha (No agenda available as of now)
- AESA Annual Conference: November 29-December 1 in Anaheim, CA (No agenda available as of now)

- Administrator Leave Report

Administrator Polk reviewed the attached ESUCC update slide. Administrator Polk would like the board to be prepared to take an updated board picture in June. Director Ostmeyer was selected as the 2023 Outstanding Alumni Award recipient from Central Community College in Columbus.

Professional Development Report - Director Ostmeyer explained the Professional Development Department staff will reach out to schools at the end of May or beginning of June to confirm the annual consultation dates. There was a resignation in the Production Department. The summer months are the busiest months for the Production Department as teachers are preparing for the upcoming year.

Special Education Report - Special Education is winding down as the school calendar for certified staff ends on Thursday, May 18, 2023. Hiring has finished, the department is still short one Speech Language Pathologist, but current staffing has been adjusted to appropriately cover for the shortage. Director Clay has finished up the Maintenance Of Effort (MOE) report. After memorial day, Director Clay will start working on IDEA applications and will be going out to visit schools.

Technology Report - The Nebraska Cybersecurity Network (NCN) met for the second time. The NCN submitted the IIJA grant for funding cybersecurity needs in the eleven participating ESUs. The NCN budgeted out what those funds would pay for, including at least two personnel. The NCN is waiting to hear if the grant will be approved. Director Ellsworth receives a report from the Department of Homeland Security explaining cybersecurity issues with the schools within the ESU. Initially, the report contained over 560 issues for all schools. The report from the morning of May 15, had zero issues to report. The technology department has one opening for Twin River which needs to be filled by August. The tech department is about to launch the summer reset work.

#### 10.1. Goal Update

Goals - Attached for your Review

- Goal 1:

- Reminder: The June 2023 Board Meeting has been moved to Tuesday, June 20, 2023 at 4:00pm
- Goal 2:
  - Chart attached.
- Goal 3:
  - School District Board Meetings Completed:
    - David City - 10/10/2022
    - Osceola - 10/10/2022
    - East Butler - 10/12/2022
    - Boone Central - 11/14/2022
    - High Plains - 1/9/2023
    - Fullerton - 2/13/2023
    - Clarkson - 3/15/2023
    - Central City - 3/15/2023
    - Cross County - 5/8/2023
  - School District Board Meetings will start back up in September.

Administrator Polk provided the goal update to the Board. The professional development opportunities for Goal 2 will start over in August 2023. Director Ostmeyer and board member Donald Ellison attended the Cross County Board Meeting for Goal 3. The Cross County board asked a lot of questions about the information on the document provided, which encouraged conversation about the services ESU 7 provides to the schools.

## 10.2. Services Update SIMPL Update

Below is detailed information related to ESU time dev

## POSITIVE PARTNERSHI



Service

Servi

T



Service

Servi

## EDUCATIONAL C



Service

Servi

## POSTSECONDARY,



Service

Administrator Polk discussed the attached screenshot. There are seven tenants in AQUESTT. SIMPL shows how many services districts access and which tenants those services relate to. This is important because schools must provide information to the department of education related to the AQUESTT tenants.

10.3. **Personnel**

All Classified/Non Cert Hires and Resignations under this item. Not an action item.

Resignations:

- Jeri Glenn, Cen7ter Para. Last day will be May 18, 2023.
- Chris Barber, Para and Production. Last day will be May 18, 2023.

10.3.1. Migrant Education Program Summer Work Agreements **2023 Migrant Education Summer Programs**

The Migrant Education Program (MEP) will have summer enrichment programs during the months of June and July. The Learning Academy site will include migrant students from the ESU 7 area. Norris School District in Firth will also be a site for a migrant summer program.

Other areas where MEP staff will facilitate programs include O'Neill, Ainsworth, Atkinson, Cook, Beatrice, Dorchester, Nebraska City, Tecumseh, and Wilber.

The following 2023 summer staff are recommended for employment.

**ESU 7 Staff:**

Cindy Lorentzen

Susan Doehling

Barbara Raya

Michaela Wilcox

Anne Baptiste

Lindy Church

Cory Waite

Morgan Hampton from O'Neill (pending background check)

Lauren Osborne from Ainsworth (pending background check)

**District Reimbursement:**

Nicole Bishop - Firth

Lelsey Boe - Firth

Cyndee Merrel - St. Edward Every May, the Migrant Department reports who will be working in the summer program.

- 10.4. Legislative Update During this item, the Administrator will provide a Legislative Update to members of the Board. Administrator Polk provided a legislative update to the Board. May 16th is day 78 of the 90-day session. Administrator Polk reviewed the attached Legislative Update to the ESU 7 Board.

11. **Committee Reports**

- 11.1. Budget Committee Report Reports of Budget Committee activities and discussion will take place during this item. Budget Committee Chairperson Gary Wieseler provided an update to the Board. The Budget Committee had its first meeting today. The budget was broken down into three areas: general, special education, and grants. The Budget Committee looked at the general budget and reviewed every line of the budget summary. The Budget Committee compared the budget from the previous couple of years with this year's proposed budget. The estimate of the valuations has a small increase predicted. The Budget Committee will meet in June and review the special education portion of the budget summary.
- 11.2. Buildings and Grounds Committee Report Reports of Building and Grounds Committee activities and discussion will take place during this item.

The next Building and Grounds Committee meeting needs to be scheduled, to include Board Treasurer Linda Shefcyk. RVW met with Administrator Polk, Board Treasurer Linda Shefcyk, and Maintenance/Custodian Larry Shefcyk to begin a feasibility study. RVW will create the report and send it to Administrator Polk, who will meet with the Buildings and Grounds committee to review the report and determine next steps.

12. Adjournment Meeting adjourned at 7:09pm.

Minutes respectfully submitted by Mindy Reed, Recording Secretary to the ESU 7 Board.

# NEBRASKA OPEN MEETINGS ACT

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; (b) Discussion regarding deployment of security personnel or devices; (c) Investigative proceedings regarding allegations of criminal misconduct; (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length. Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public. (b) (i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website. (ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by: (A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or (B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public

body.(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee. (d) Each public body shall record the methods and dates of such notice in its minutes. (e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met: (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity; (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act; (iii) The governing body of a public power district having a chartered territory of more than one county in this state; (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state; (v) An educational service unit; (vi) The Educational Service Unit Coordinating Council; (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act; (viii) A community college board of governors; (ix) The Nebraska Brand Committee; (x) A local public health department; (xi) A metropolitan utilities district; (xii) A regional metropolitan transit authority; and (xiii) A natural resources district. (b) The requirements for holding a meeting by means of virtual conferencing are as follows: (i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; (ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used; (iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and (iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body. (b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings. (c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413. (8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if: (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body; (b) No action is taken by the public body at the virtual meeting; and (c) The public body complies with subdivisions (2)(b)(i) and (2)(b)(ii) of this section.

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each

meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if: (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction; (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience; (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance; (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state; (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and (f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**84-1415. Open Meetings Act; requirements; waiver; validity of action.** No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

Revised  
4-2022



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.  
233 South 13th Street, Suite 1400,  
Lincoln, NE 68508  
(402) 476-9200  
perrylawfirm.com



Nebraska Council  
of School Administrators  
455 South 11<sup>th</sup> Street, Suite A  
Lincoln, NE 68508  
(402) 476-8055  
ncsa.org

# **CONTINUOUS IMPROVEMENT EXTERNAL TEAM REPORT**

**FOR**

## **NEBRASKA EDUCATIONAL SERVICE UNITS**



**ESU #7**

**Columbus, Nebraska**

**ESU Administrator: Dr. Larianne Polk**

**External Visitation Dates: March 28-30, 2023**



## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Introduction</b>	<b>3</b>
<b>External Team Roster</b>	<b>4</b>
<b>Visitation Agenda</b>	<b>5</b>
<b>Mission &amp; Vision</b>	<b>6</b>
<b>Agency Goals</b>	<b>6</b>
<b>Action Plans</b>	<b>6</b>
<b>Department Goals</b>	<b>6</b>
<b>Findings of the External Team</b>	<b>8</b>
<b>Commendations</b>	<b>11</b>
<b>Recommendations</b>	<b>12</b>
<b>Next Steps</b>	<b>13</b>



## Introduction

### A. Purpose of the External Visitation

ESU 7 provided the following information to guide the focus of the external visitation:

1. Review the ESU 7 Goals and Plans.
2. Obtain an outside perspective of the improvement process.
3. Provide requested feedback to the ESU 7 team on various facets of the Strategic Plan implementation.

### B. Process for Preparing the External Team Report

Pre-planning for the visit began almost a year in advance of the review. ESU 7 Administrator Dr. Larianne Polk and Professional Development Director Marci Ostmeyer met with Dr. John Skretta, external team lead, on May 3, 2022 in order to discuss team member roster recommendations and goals for the review.

The roster was established based on the desire to have the team as a whole possess a complementary and balanced range of expertise representing key areas of service provided by ESU 7.

Internally at ESU 7, a small team of three was established to collaboratively lead the internal preparation effort in advance of the accreditation visit including preparation of evidence and logistics for the visit.

*Indicate what evidence was shared and how it was shared.*

ESU 7 created slides and a website with background information and links to resources and artifacts related to their strategic planning, agency improvement and other operational components. Both the site created for continuous improvement and the public organizational site for ESU 7 contain a wealth of information documenting evidence of ESU 7's mission, vision, services, supports, personnel and programming.



<https://www.esu7.org/> is the ESU 7 public site.

<https://sites.google.com/esu7.org/esu7accreditation/home?authuser=0> is the ESU 7 site created in advance of the Accreditation Review and was established to document all review-specific domains covering the ESU standards of performance and the organization's strategic plan implementation and related goals.

*Indicate when and how the external team met to prepare for the external visit.*

Members of the external team began reviewing evidence and artifacts available on the ESU 7 Accreditation site and ESU 7 website February 6, 2023. The external team first met via Zoom on February 22, 2023 to overview the process and begin planning; this meeting included the formal external team member orientation. Team members reviewed the proposed schedule and accessed the external review website for ongoing review. Team members exchanged contact information and were encouraged to continue reviewing the materials prior to the next check-in meeting. On March 22, 2023 team members met again via Zoom to review progress and confirm logistics and schedule for the external visit.

*Describe the agenda for the external visit, including time frames, presentations, what stakeholder interviews were conducted, external teamwork/deliberation, oral exit report, etc.*

The visit began on March 28 at 4PM with a tour of the facilities led by the Chief Administrator, Dr. Larianne Polk and Professional Development Director, Marci Ostmeyer along with leaders or coordinators of each facility or program. The day concluded with an informal team dinner wherein the external team was joined by Dr. Polk and Director Ostmeyer and Director Clay.

The first full day began at ESU 7 with an external team review of the day's agenda and assignment of the roles for each standard domain. Then ESU 7 provided a series of stakeholder interviews including the 11 Agency Team members, individually with Dr. Larianne Polk, six district Superintendents, six school Principals, seven classified staff, four service providers to adults, four ESU 7 Directors and the Administrator, six Learning Academy and Cen7ter staff, five ESU 7 Board members, nine school personnel, six additional service providers to students, and four community partners. Each interview lasted 45 minutes with some in-person and remote participants.

Below is a link to the oral exit report delivered to ESU 7 personnel on Thursday, March 30:

[ESU 7 Exit Presentation](#)



The external team report was collaboratively authored by members of the External Team for ESU 7, with Team Lead Dr. John Skretta serving as the overall editor. A copy of the report was submitted to the Nebraska Department of Education ([nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)) and to the ESU 7 Administrator, Dr. Larianne Polk upon completion.

### **C. Background Information (prior review)**

The previous external visitation was conducted in March of 2018 under AdvancED. The previous review preceded the development and adoption of the newly integrated ESU Performance Standards; thus, the feedback received from that review necessarily proceeds from a different accreditation model and does not perfectly align with the current ESU-adopted Performance Standards.

- [Link to previous External review report](#) (AdvancED); March, 2018.

In this review, ESU 7 was rated as Needs Improvement in 0 standards, Emerging in 5 different standards, Meeting Expectations in 13 different standards, and Exceeding Expectations in 7 different standards.

#### **Powerful Practices or areas of commendation included:**

Powerful Practice #1: The program evaluation process determines services and initiatives based on a comprehensive data driven input.

Powerful Practice #2: ESU 7 uses a process to establish priorities among service categories, to ensure consistency with locally identified needs, and to address how best to meet each priority that results in robust services.

#### Powerful Practice #3

The governing board and administrative leadership have built a culture of trust and respect through coaching, technology support, instructional leadership, and professional development.

#### **Opportunities for Improvement were identified as:**

Opportunity for Improvement #1: Review and update marketing and branding strategies.

#### Improvement Priorities identified included:

Improvement Priority #1: Broaden the input of stakeholders when assessing need and planning service delivery



Improvement Priority #2: Continue the implementation of the program evaluation process by developing benchmarks for data collection with a focus on determining measured progress.

Improvement Priority #3: Review and modify the agency organizational structure and professional learning program to make appropriate changes.

In the estimation of the External Team conducting the 2023 review, ESU 7 has diligently and strategically addressed the improvement priority areas while also expanding and enhancing ESU 7 branding, marketing and public relations as a noted Opportunity for Improvement.

#### **D. Findings of the review:**

The external team believes it was provided with a strong evidence base and sufficient information through the array of artifacts provided to us and stakeholder interview perspectives gathered during the review. As a result, five (5) commendations and two (2) recommendations were identified, in addition to addressing items requested in the **Purpose of the External Visit** that will assist ESU 7 in continuing its improvement journey.



## External Team Roster

The following individuals served as the External Frameworks Review team members for ESU 7:

- **Dr. John Skretta**  
Administrator, Educational Service Unit 6  
210 5th Street  
Milford, NE 68405  
[john.skretta@esu6.org](mailto:john.skretta@esu6.org)  
402-761-3341
- **Kellen Conroy**  
Teaching and Learning Director, Educational Service Unit 1  
211 10th St.  
Wakefield, NE 68784  
[kconroy@esu1.org](mailto:kconroy@esu1.org)  
402-287-2061
- **Ron Cone**  
Network Services Information Director, Educational Service Unit 10  
76 Plaza Boulevard  
Kearney, NE 68848  
[rcone@esu10.org](mailto:rcone@esu10.org)  
308-865-5664
- **Allison Jonas**  
Superintendent, Gothenburg Public Schools  
1322 Avenue I  
Gothenburg, NE 69138  
[allison.jonas@gosweddes.org](mailto:allison.jonas@gosweddes.org)  
308-537-3651
- **McKayla LaBorde**  
Director of Student Services, Educational Service Unit 3  
6949 So. 110th  
LaVista, NE 68128  
[mlaborde@esu3.org](mailto:mlaborde@esu3.org)  
402-597-4930



## Visitation Agenda

The Agenda was developed as a joint effort between the External Team Leader and the Leadership Team of Educational Service Unit 7.

Note on Zoom: While most of the interviews were conducted in person, a Zoom link was established by the Team Lead which allowed for remote attendance and participation. While most of the stakeholder interview participants attended in person, there were a number of stakeholder groups where one or more individuals needed to participate via Zoom due to schedule constraints or travel limitations. Attendees for the school-based personnel meeting conducted the afternoon of Day 1 were exclusively via Zoom.

Note on concurrent Stakeholder meetings: A number of the stakeholder interview groups were scheduled concurrently; for instance, School Superintendents and Principals were both conducted during one time slot and Classified Staff and Service providers during another. These were separate groups scheduled into different rooms, so the External Team members simply divided up into groups of two and three in order to conduct these interviews and record notes, compiling information and identifying themes during scheduled work time.

For a detailed schedule including names of stakeholder interview participants, [link here](#).

### **Tue Mar 28 2023**

4:00 External Team Check-in and ESU 7 Facility Tour  
6:00 - 8:00 External Team Dinner Meeting at Dusters; informal discussion of organizational priorities with ESU 7 Administrator, Student Services Director, and Professional Development Director

### **Wed Mar 29 2023**

7:45 Arrival of External Team at ESU #7  
8:00 - 8:45 Opening Presentation & ESU 7 Agency Team Interview  
9:00 - 9:45 Interview: Chief Administrator  
10:00 - 10:45 Interviews: ESU 7 Superintendents & School Principals  
11:00 - 11:45 Interviews: ESU 7 Classified Staff & Service Providers to Adults  
  
11:45 - 12:30 Lunch



12:30 - 1:30 Work Time  
1:30 - 2:15 Interview: Directors  
2:30 - 3:15 Interviews: ESU 7 Board & Learning Academy Cen7ter staff  
3:30 - 3:45 Interviews: ESU 7 School Personnel & Service Providers to Students  
4:30 pm Break  
5:30 - 7:30 Work Time

**Thur Mar 30 2023**

7:45 Arrival of External Team  
8:00 - 8:45 Interview: Community Stakeholders  
8:45 - 12:00 External Team Work Time  
12:00 - 1:00 Lunch & Prepare for Oral Exit Presentation  
1:00 - 1:30 Oral Exit Presentation



## Mission & Vision

**Agency Mission:** The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services.

**Agency Vision:** To be a leader in innovative service delivery, ESU 7 prioritizes three areas: people, services, and efficiency.

**PEOPLE:** To be a family centered place to work where people are inspired to continue to grow.

**SERVICES:** Provide innovative services for school districts to meet current and anticipate future needs.

**EFFICIENCY:** Maximize our services by scaling them up to prioritize outcomes.

## Agency Goals

[ESU 7 Strategic Plan master spreadsheet](#)

Agency and Department Goals as well as Action Planning and Strategies deployed by ESU 7 have all been developed in alignment with the ESU 7 Strategic Plan. A pictogram timeline of the Strategic Planning process is available [here](#).

An annotated and bar graph percent goal attainment for each of the Organizational Strategic Goals can be referenced here.

<https://drive.google.com/file/d/1Mw5ZsUjSCcU7UGsnVjan51AGeZkfH3Ll/view?usp=sharing>

### Strategic Goal 1:

- **Highly functional staff mentoring and retention program at every level of the agency.**

**External Team Feedback (Goal 1):** Based on evidence provided by ESU 7 and feedback received from stakeholder interviews, the external team found strong evidence for



formalized mentoring programming and retention efforts within the organization. The ESU 7 Administrator referenced the fundamental importance of the agency's mentoring process. ESU 7's mentoring programming includes opportunities for regular interaction over a full year between the new employee and mentor staff and that this commences in a formal manner with email and meeting schedule and is managed through recurring conversations to support the new team member. The Agency Team also referenced the importance of establishing a formalized mentoring program as a tool for employee retention.

**Strategic Goal 2:**

- **Highly functional personal and professional development plans at every level of the agency.**

**External Team Feedback (Goal 2):** Based on the evidence provided by ESU 7 and feedback received from stakeholder interviews, the external team found strong evidence to support the attainment of Strategic Goal 2, and has identified a commendation for the organization in this particular area. Professional development plans are personalized, tailored to the specific job functions and responsibilities of agency members, resources are appropriately allotted to support professional development, and attainment of professional growth goals is viewed as both an individual and collective responsibility.

**Strategic Goal 3:**

- **Highly functional in sustaining relationships and customizing services with districts.**

**External Team Feedback (Goal 3):** Based on evidence provided by ESU 7 and feedback received from stakeholder interviews, the external team was offered strong evidence to indicate that ESU 7 has functional, supportive, sustained relationships with districts and consistently delivers on its promise to customize those services in ways that best interface with member districts' needs.

**Strategic Goal 4:**

- **Highly functional process for data informed feedback to districts related to service selection and outcomes.**

**External Team Feedback (Goal 4):** Based on the evidence provided by ESU 7 and feedback received from stakeholder interviews, the external team found that the service planning and delivery process is highly functional at the Service Unit. At ESU 7, key data points serve as fundamental indicators to determine services to be delivered through a managed consensus building process inclusive of all member districts. Outcomes are assessed in ongoing fashion throughout the year both through formal and informal



means and these inputs are used in a cyclical fashion to inform future service planning. (Services planned, services actually accessed, etc.)

## Action Plans

### Description of Action Plan Process for ESU 7:

**Strategic Goals** are developed after analysis of strategic priorities and target areas.

**Goals at every level of the agency:** Annually, every department participates in a data dig, identifies their current reality and ‘what great looks like.’ Elevated priorities become the goals. Secondary priorities are addressed in meeting agendas.

**Alignment:** All goals are aligned to one of the four strategic goals or determined to be additional priorities. Each goal is also aligned to the ESU 7 Vision, Mission and Belief statements.

**Progress:** Four times each year, progress is measured, recorded and reported during Agency All Staff Meetings until the strategic goal is highly functional.

Here is a link to ESU 7’s graph demonstrating [strategic plan percentage goal attainment](#) based on a variety of inputs.

### Division and Departmentally Deployed Strategies:

ESU 7 has identified tailored strategies and departmentally targeted goals in order to support attainment of the broader agency improvement goals:

These are documented in specific tab references on the Strategic Plan master spreadsheet. See the following as examples (note: these five are shared for reference and do not comprise an exhaustive list of all departmental goal areas and strategies):

- [Director Goal](#) details
- [Agency Team Goal](#) details
- [Cen7ter Goal](#) details
- [Early Childhood Team Goal](#) details
- [Mental Health Team goal](#) details

## Findings of the External Team

The findings of the external team, based on stakeholder interviews and a review of the evidence provided, were determined using the ESU Standards Rubric. The rationale for standards identified as **Beginning** or **Exemplary** is included. *(Check the box that represents the team’s consensus for each standard.)*

<b>Domain 1: Purpose and Leadership</b>			
<b>ESU Standard Indicator</b>	<b>Beginning</b>	<b>Evident</b>	<b>Exemplary</b>
<b>1A:</b> The ESU commits to a vision, purpose, and a core set of beliefs about providing programs and services that meet the expectations of the ESU and its member districts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1B:</b> The ESU engages in a continuous improvement process that improves professional practice, effectiveness, and results.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>1C:</b> ESU leadership establishes a strategic plan, as well as processes, procedures and conditions to support agency effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1D:</b> The ESU establishes conditions to support the development of individual and collective knowledge, skills and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1E:</b> The ESU provides professional growth opportunities for internal and district staff in leadership positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1F:</b> The ESU uses a comprehensive process for staff evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>1G:</b> The ESU demonstrates actions that ensure the achievement of the <a href="#">ESUCC’s purpose</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1H:</b> The ESU Board, through board policies, understands and practices its defined roles and responsibilities to maintain an effective agency.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>1I:</b> ESU programming and services fulfill the requirements of Rule 84.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### **Domain #1 Rationale:**

- *1A: This is a commendation area for ESU 7. ESU 7 has established and maintained focus on a clear and coherent organizational mission that has been internalized by team members and communicated consistently with external stakeholders.* See Commendations section for additional information.
- *1B: Processes to monitor perceived implementation efficacy and measure within-implementation success are evident;* however, this area remains a challenge to empirically validate given the nature of Service Unit programming and myriad variables impacting implementation. This correlates to recommendation issued under Standard 2C.
- *1C: ESU 7 has demonstrated a strong depth of commitment to implementation and execution of its Strategic Plan.* The Strategic Plan has helped to serve as a stewardship touchstone for the organization as a whole and has guided systemwide, departmental, and individual agency member goals. ESU 7 is deeply and diligently committed to high integrity processes, embedding these processes in ways that become routine, and which are observed with fidelity.
- *1D and 1E: Both standard descriptors relate to the provision of professional growth to enhance collective capacity and optimize individual performance.* 1D emphasizes professional growth to increase knowledge and enhance skills whereas 1E focuses on professional learning to enhance leadership impact and outcomes. These are areas of strength within ESU 7, and 1E is a Commendation; see Commendations for further information.
- *1F: The ESU 7 staff evaluation process is comprehensive in nature and correlated across individual, departmental, and organizational priorities.* The management of the process internally was being transitioned into PowerSchool and this process was underway at the Service Unit at the time of the External Review. The evaluation process contains a balance of appropriate supervisory oversight with individual employee goal setting and respect for professional autonomy as appropriate.
- *1G: ESU 7 participation in fulfillment of ESUCC Purpose:* As a part of the review, Dr. Skretta conducted a key stakeholder interview of Dr. Kraig Lofquist, ESUCC Executive Director, on March 28, 2023. Dr. Lofquist described ESU 7 as “high initiative” and indicated that ESUCC is deeply appreciative of the manner in which ESU 7 embraces opportunities for statewide collaboration and strives to lead not just as a regional service unit, but throughout Nebraska. Dr. Lofquist further described the specific impact Administrator Dr. Larianne Polk has had in serving on the ESUCC Executive Committee (currently as Past-President). Dr. Lofquist said that the leadership and instrumental involvement in ESUCC at the state level is not limited to Dr. Polk but that “Dr. Polk and the ESU 7 team including their other area directors are leaders as well.” Expounding on this further, Dr. Lofquist said that ESU 7 has even attained prominence on the national level through regular engagement with and presentations at AESA

national conferences.

- *1H The ESU 7 Board provides effective governance and oversight of the service unit.* The ESU 7 Board is composed of 12 members who serve as the elected officials representing the local political subdivision. The Board transparently communicates information in accordance with the Open Meetings Act. The Board consistently and effectively maintains policies in accordance with legal requirements and the policy index is available on the ESU 7 website.
- *1I ESU 7 ensures programs and services fulfill the requirements of Rule 84 for Nebraska ESUs.* ESU 7 meets operating requirements, accreditation procedures, as well as the reporting, continuous improvement, annual auditing, and provision of core services stipulations of Rule 84.

<b>Domain 2: Programs and Services</b>			
<b>ESU Standard Indicator</b>	<b>Beginning</b>	<b>Evident</b>	<b>Exemplary</b>
<b>2A:</b> The ESU uses a data-driven process to systematically identify the needs of districts to develop an agency service plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2B:</b> The ESU ensures its services are developed and delivered, have clear and measurable outcomes, and are aligned with evidence-based practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2C:</b> The ESU has established a process to assess implementation of targeted programs and services.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2D:</b> Learning opportunities are provided to ESU staff in order to develop and enhance the skills necessary for delivering the agency service plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2E:</b> The ESU fosters an innovative and collaborative culture to optimize program and service delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Rationale:*

- *2A: The ESU uses a data-driven process to systematically identify the needs of districts to develop an agency service plan.*
  - ESU 7 has a well established and comprehensive process to review relevant data, identify and prioritize needs, create a customized plan for delivery of services and programs, and a process to track service delivery. Foundational to the success of this process is a solid relationship with

schools and staff, which was communicated thoroughly in the stakeholder interview groups.

- Stakeholder groups that included leadership (superintendents, principals, the Agency Team) all highlighted the fantastic job the ESU 7 does in identifying the needs of districts through Blue/Green conversations, Dot Day, and data digs to provide focused direction for each school year.
- Once direction is established, these same stakeholder groups highlighted the fantastic job the ESU does in “customizing” the delivery of these services based on the needs of the district.
  - Evidence of the responsiveness in programming includes the systematic expansion of the LMHP and technology departments as well as the systematic decreasing of the number of SLPs as districts were able to provide their own.
- Superintendents and principals both referenced Dot Day as a fun activity to “see where everyone is at”.
  - One consideration might be to think through what information could be provided at or before Dot Day that would allow superintendents and principals to make more informed decisions on where to place their dots. School leaders noted that they “don’t always know what they want or need and sometimes the things that seem ‘bright and shiny’ aren’t so interesting later on.” Assisting school leaders sort through their own needs in advance would help maximize the efficiencies of this data activity and ensure more consistent impact and accurate results.
- Overall, ESU 7 is a statewide leader in utilizing data-driven decision making in their continuous improvement and service delivery processes.
- *2B: The ESU ensures its services are developed and delivered, have clear and measurable outcomes, and are aligned with evidence-based practices.*
  - ESU 7 has a consistent process for ensuring high quality services are delivered. Twice yearly Blues/Greens meetings occur with a well-designed work flow for feedback to be provided to Directors and Department Leads. District stakeholders appreciate the consistent communication and follow up.
  - Stakeholder interviews and provided artifacts indicate the feedback loop is a top priority of ESU 7.
    - Stakeholders at all levels noted the intentional conversations that take place regarding “this is what you said you needed - here is

what I found out.” Stakeholders appreciate being held accountable for what they asked for but also feel valued and heard that their concerns were not forgotten regardless of whether the service can ultimately be provided.

- ***See Recommendation - 2C: The ESU has established a process to assess implementation of targeted programs and services.***
  - ESU 7 is deeply data driven and utilizes data routinely and consistently to inform decisions at all levels. As a next step, both internal and external stakeholders voiced the need for continued work to measure and assess the efficacy of implementation of services and programs to tangibly measure impact.
- ***2D: Learning opportunities are provided to ESU staff in order to develop and enhance the skills necessary for delivering the agency service plan.***
  - District and school stakeholders were very clear that the ESU staff are seen as experts in their fields. School principals, in particular, noted their gratitude that ESU staff were “always out in front” of topics important to school administrators and teachers. This is a testament to the commitment of ESU 7 to invest in the professional development of their own staff. This commitment is noted throughout the documentation, including the ESU 7 Strategic Plan and Board goals.
  - We heard over and over during the stakeholder interviews how appreciative ESU staff were to be given the opportunity to keep learning and growing through attendance at conferences. It was commonly cited as one of the reasons to keep working at ESU 7.
  - The Technology department provided an illustration of job-embedded learning for technicians, describing a weekly schedule that had staff out in districts 4 days per week, with Fridays designated for on-the-job training and mentoring. ESU 7 is encouraged to explore additional ways to promote growth and learning for staff beyond attendance at conferences.
  - Overall, ESU 7 should be proud that they have structures, resources, and expectations in place to deliver and support ongoing, job-embedded professional learning that increases staff leadership, collaboration, and growth. This undoubtedly contributes to organizational effectiveness and positive results for ESU 7!
- ***2E: The ESU fosters an innovative and collaborative culture to optimize program and service delivery.***
  - Every stakeholder group was able to identify ways in which ESU 7 has been innovative. Specifically, the theme of “doing more with less” came up several times. Leadership thinks from a “big-picture” lens and is always looking for ways to be more efficient and maximize dollars that are available to meet the needs of the majority while problem-solving any

- challenges that might create for the minority.
- The Agency Team articulated a strong collaborative culture among Agency team members. This has been an effective change that was made after the last external visit. As a whole, the entire staff feels more connected and has a better understanding of services that are offered across the entire ESU.
    - One thing that was mentioned from the direct service providers is that they miss the opportunity to meet in their specific departments (i.e. SPED). If there were an opportunity to extend consistent collaborative opportunities to this level of specificity, it would be well received by these service providers. There was concern about how they would bill that time. One potential solution would be to have all districts responsible for a small portion of the time dedicated to this very important professional development opportunity.
  - It should be noted that Dan’s leadership in the ESU 7 Technology Department has resulted in the ESU being able to provide a critical service to districts that otherwise would be very difficult to fulfill. His process for having staff out in districts four days per week and training together on Fridays should be commended. Additionally, the consistency of products and materials has allowed this department to be as efficient and effective as possible. The ESU saw a potential problem in the number of technology directors that would be retiring and proposed a solution that has paid dividends.
  - Overall, the ESU has structures, resources, and expectations in place that foster a culture of innovation and collaboration to increase organizational effectiveness, delivery of targeted services, and results for stakeholders.

<b>Domain 3: Stakeholder Relationships and Communication</b>			
<b>ESU Standard Indicator</b>	<b>Beginning</b>	<b>Evident</b>	<b>Exemplary</b>
<b>3A:</b> ESU staff provide internal and external stakeholders with opportunities to collaborate and inform the development of the agency's purpose, programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3B:</b> ESU staff communicate efficiently and effectively with internal and external stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>3C:</b> The ESU provides an induction process to their service agency for new district leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3D:</b> The ESU is an active partner in activities and initiatives of the ESUCC, and formally engages with and collaborates with the Nebraska Department of Education.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Rationale:*

- **3A: ESU Staff provide internal and external stakeholders with opportunities to collaborate and inform the development of the agency's purpose, programs, and services.**
  - ESU 7 demonstrates a high level of proficiency and employs systematic processes for providing internal/external stakeholders collaborative opportunities to inform the development of the agency's purpose, programs, and services through the communication of the ESUs strategic plan and implemented service planning model (SIMPL).
  - Relationships within ESU 7 and with member schools are key and are held in high regard.
  - Implementing feedback from the previous accreditation visit, the ESU increased the size and outreach of the Agency Team in order to provide expanded opportunities for representation and input while engaging in agency-wide continuous improvement processes, goal setting, monitoring outcomes, and communication.
  
- **3B: ESU staff communicate efficiently and effectively with internal and external stakeholders.**
  - Communicating who ESU 7 is, what they are about, and how they can serve member schools is of the utmost importance to the agency.
  - Various stakeholder groups indicated high levels of satisfaction of communication with, to, and from ESU 7. Within the stakeholder interviews, the number of emails, personal contacts, social media posts, etc. from ESU 7 staff help keep member school staff informed and up-to-date with what is going on and opportunities for learning.
    - While there is always room for improvement in methods of communication, this is just one of the many aspects of education that can always be analyzed in order to become systemic throughout an ESU, its departments and member schools. Continue to review processes and methods of communication to member schools from ESU #7 and also and from member schools to ESU #7 so that awareness of available support, who can provide



the support, and when the support takes place is known.

- *3C: The ESU provides an induction process to their service agency for new district leadership.*
  - ESU 7 provides on-going mentoring and induction processes for those new to member schools through various forms such as, but not limited to: Summer administrator luncheons, intentional pairing of administrators with NCSA Mentors, Principal Clusters, SPED Director Meetings, etc.
  
- *3D: The ESU is an active partner in activities and initiatives of the ESUCC, and formally engages with and collaborates with the Nebraska Department of Education.*
  - ESU 7 is a leader not only throughout Nebraska’s system of ESUs, but also within the state. Throughout the visit, it was apparent to the External Review Team that ESU 7 personnel actively participates in, seeks, and embraces leadership roles and opportunities within the Educational Service Unit Coordinating Council (ESUCC), Educational Service Unit Affiliate Groups (e.g. SDA, TLT, NOC, ESPD, & PDO), and initiatives brought forth by the Nebraska Department of Education.

<b>Domain 4: Resource Capacity</b>			
<b>ESU Standard Indicator</b>	<b>Beginning</b>	<b>Evident</b>	<b>Exemplary</b>
<b>4A:</b> The ESU utilizes strategic planning to align human, material, and fiscal resources to meet the short and long term goals of the agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4B:</b> The ESU allocates human, material, and fiscal resources to optimize agency efficiency and effectiveness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4C:</b> The ESU recruits, employs and retains highly qualified staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4D:</b> The ESU provides induction, mentoring, professional learning opportunities for staff to grow and improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Rationale:*

- *4A: The ESU utilizes strategic planning to align human, material, and fiscal resources to meet the short and long term goals of the agency.*

- ESU 7 has engaged in the process of developing and implementing a strategic plan that systemically guides short and long term goals for the agency. This was evident throughout the review process as staff referred to segments of the strategic plan when describing the process of goal setting on both small and large scale.
- **4B: The ESU allocates human, material, and fiscal resources to optimize agency efficiency and effectiveness**
  - While it is evident that the ESU demonstrates efficient and effective resource management by ensuring human, material, and fiscal resources are allocated equitably, there are foreseeable challenges related to feasibility and sustainability for programs. Internal and external stakeholders report that continuing to strengthen reliance on data-rich processes to inform program decision making and the utilization of selective abandonment in addition to program adoption can point the way for sustainable organizational efficacy.
  - The resource capacity theme rose to the top when interviewing multiple stakeholders groups (e.g. long-term maximization of fiscal resources, continuous quality of services, and adequate space for growth in both staff and programs)
  - From a fiscal perspective, the board would be concerned about any shift in funding sources that would jeopardize the ability to deliver services consistently or at the same levels.
  - From a service perspective, the superintendents would be concerned with growing and/or adding services to meet identified needs but in a way that doesn't dilute the quality for existing services.
  - From a staff perspective, as programs grow and staff increase, there would be concern that sufficient space for offices and programs are available.
- **4C: The ESU recruits, employs and retains highly qualified staff.**
  - The ESU 7 team has grown and programs have diversified as a result of district requests; the ESU has managed to fill FTEs in workforce shortage areas and meet needs of a coalition of schools in areas such as behavioral programs, mental health, and professional development.
- **4D: The ESU provides induction, mentoring, professional learning opportunities for staff to grow and improve.**
  - ESU 7 provides personalized onboarding and mentoring for new agency staff combined with extending job-related and job-embedded



professional learning opportunities on a continuous or ongoing basis. Agency staff repeatedly indicated they feel valued, supported and dignified and that individual requests seeking professional learning experiences are typically granted.

## Commendations

Based on the findings, the external team is providing ESU 7 with the following five commendations. Each commendation is associated with an ESU Standard; if applicable, supporting standards that also connect with the commendation are cited.

### Commendation 1

- Standard 1A Vision and Purpose
- *ESU 7 has collaboratively developed, implemented and sustained a coherent vision and mission that guides and directs services for member districts. The vision and mission are clearly and consistently conveyed to both internal and external stakeholders. Team members at every level of ESU 7 have internalized the mission and vision of the service unit.*

### Commendation 2

- Standard 1E Professional Growth Opportunities (also aligns with 2D)
- *ESU 7 is rigorously committed to job-embedded learning and continuous professional growth. Team members of ESU 7 consistently report that they are not only encouraged to seek out and identify meaningful professional learning opportunities but that they are expected to do so, and that the ESU will marshal the resources necessary to provide for professional growth experiences which enhance acumen and build capacity individually and collectively.*

### Commendation 3

- Standard 2A: Continuous Improvement Process
- *ESU 7 has a well established and comprehensive process to review relevant data, identify and prioritize needs, create a customized plan for delivery of services and programs, and a process to track service delivery. Foundational to the success of this process is a solid relationship with schools and staff.*

### Commendation 4

- Standard 3A: Collaboration
- *ESU 7 demonstrates a high level of proficiency and employs systematic processes for providing internal/external stakeholders collaborative opportunities to inform the development of the agency's purpose, programs, and services through the*



*communication of the ESUs strategic plan and implemented service planning model (SIMPL).*

**Commendation 5**

- Standard 4D: Induction, Mentoring, Professional Learning Opportunities for Staff
- *ESU 7 provides personalized onboarding and mentoring for new agency staff combined with extending job-related and job-embedded professional learning opportunities on a continuous or ongoing basis. Agency staff repeatedly indicated they feel valued, supported and dignified and that individual requests seeking professional learning experiences are typically granted.*

## Recommendations

Based on the findings, the external team is providing ESU 7 with the following considerations for improvement. Each recommendation is associated with an ESU Standard; if applicable, supporting standards that also connect with the recommendation are cited.

### Recommendation 1

- Primary Standard: **2C: *The ESU has established a process to assess implementation of targeted programs and services.***
- **Plan, measure, and assess the efficacy of implementation of services and programs to tangibly measure impact.**
  - Tangibly measuring impact from the ESU level can be a daunting task. ESUs are uniquely positioned to provide support, consultation, and collaboration, but are often unable to gauge the effectiveness of our efforts.
  - Many ESUs are currently exploring ways to measure impact through their continuous improvement process. It's important to distinguish the difference between implementation and impact. It may be easier to start with the efficacy of implementation from both the program and service lens.
    - Implementation: One consideration from the school district perspective would be to consider providing "look-fors" for building leadership on specific outcomes one should expect from participating in a particular training opportunity. The key here will be to start small and select a single program to work through this with. For example: if a district has asked for assistance with training regarding "Marzano instructional strategies" the objectives may outline the ability to clearly articulate student outcomes by utilizing a learning goal, accessing prior knowledge, and summarizing. As such, a single-page "look for" document could be shared with building administration/learning coaches to determine the *implementation* rate of training that was provided. Is the teacher articulating and referencing a learning goal? What strategies is the teacher using to access prior knowledge? And how do students summarize their learning at the end of the lesson? If a process were developed to collect this data systematically, some important insights could be gathered on whether the learning has been implemented.

## Recommendation 2

- Primary Standard 4B: The ESU allocates human, material, and fiscal resources to optimize agency efficiency and effectiveness.
- Note:
  - While it is evident that the ESU demonstrates efficient and effective resource management by ensuring human, material, and fiscal resources are allocated equitably, there are foreseeable challenges related to feasibility and sustainability for programs. Internal and external stakeholders report that continuing to strengthen reliance on data-rich processes to inform program decision making and the utilization of selective abandonment in addition to program adoption can point the way for sustainable organizational efficacy.
  - ESU 7 has to effectively navigate the challenge of being asked to expand programming by member districts, while simultaneously facing substantial fiscal constraints. Board members pointed to the inflationary pressures of the current economic situation, and concerns that escalating costs (reflective of macro-economic pressures) in areas could exceed revenue growth necessary to sustain commitments. ESU 7 does not receive any core service aid from the state in the current formula, so is exclusively reliant on the 1.5 cent levy to generate vitally important base revenue for operations. Other sources of revenue include grants; however, grant funding can be sporadic and discontinuous and so create service delivery challenges when districts come to rely upon grant-funded programs when the funding sunsets. Contracts (services billed back to districts) currently account for the largest source of revenue. Because some of these inputs reflect conditions that cannot be controlled directly by the ESU, ESU 7 must simply seek to ensure programming remains optimally impactful and is delivered at scale as efficiently as reasonably possible. The current consensus-driven service planning model is an established and trusted process to continue to steer organizational decision making in this regard.
- Supporting stakeholder interview comments providing additional context:
  - “Maximize efficiencies to grow programs.”
  - “We want to efficiently design and deploy programs for optimal use by schools.”
  - “Stay true to your process and you won’t overstretch or try to do too much.” - Superintendent



## Next Steps

### **Submission of the Report and Improvement/Action Plan:**

1. Finalize the report and save as a PDF
2. Submit a copy of the finalized report (PDF), including the Improvement/Action Plan, via email to the school system and the NDE at: [nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov)



## **Regular Board of Education Meeting**

Educational Service Unit 7, Oak Room

2657 44th Ave

Columbus, NE 68601-8537

Monday, April 17, 2023 at 4:00 PM

Posted Locations:

- Columbus Telegram Newspaper
- Columbus Telegram Website
- ESU 7 North Building Front Door

Posted Date: 04/10/2023

Attendance Taken at 4:01 PM.

Bob Arp: Present

Joyce Baumert: Present

Marni Danhauer: Absent

Donald Ellison: Present

Dan Hoesly: Present

Dawn Lindsley: Absent

Richard Luebbe: Present

Jennifer Miller: Absent

Doug Pauley: Present

Richard Stephens: Present

Gary Wieseler: Present

Jack Young: Present

Present: 9, Absent: 3.

Attendance Update Taken at 4:02 PM.

Marni Danhauer: Present

Present: 10, Absent: 2.

1 **Call the Meeting to Order**

**LEADERSHIP • SERVICE • SUPPORT**

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public on ESU 7 website [www.esu7.org](http://www.esu7.org) and posted at location of meeting. Notice of this meeting was also given in advance to all members of the Board of Education of Educational Service Unit 7. Availability of the agenda and purpose of the hearing was communicated in the advance notice of the meeting and in the notice to the members of this hearing. All proceedings of the Board of Education of Educational Service Unit 7 were taken while the convened hearing was open to the attendance of the public.

Roll call was taken at 4:00pm  
Board President conducted the meeting.

Staff present:

Larianne Polk, Administrator  
Linda Shefcyk, Business Manager  
Mindy Reed, Secretary to the Board of Directors  
Marc Ostmeyer, Professional Development Director  
Tami Clay, Special Education Director  
Dan Ellsworth, Network Operations Director

1 Notification of Open Meetings Law

1 This meeting has been preceded by reasonable advance notice and is hereby declared to be  
in open session. A copy of the Open Meetings Act is posted in the meeting room.

1

2 Roll Call

1 Absent Board Members

3 Board Secretary Jennifer Miller and Board member Dawn Lindsley will be absent.  
The Administrator was notified of the absences prior to the board meeting.

**Recommendation:** Discuss, consider and take action to approve the Board member absences.

Approval of Board Member absences as presented Passed with a motion by Donald Ellison and a second by Jack Young.

Marni Danhauer: Absent  
Dawn Lindsley: Absent  
Jennifer Miller: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Doug Pauley: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 9, Nay: 0, Absent: 3

1

. Pledge of Allegiance

4 All members present participated in the Pledge of Allegiance.

.

## 2 Approval of Agenda

. The sequence of agenda topics is subject to change at the discretion of the Board.

**Recommendation:** Discuss, consider and take any necessary action to approve agenda as presented.

Agenda as presented Passed with a motion by Bob Arp and a second by Joyce Baumert.

Dawn Lindsley: Absent  
Jennifer Miller: Absent  
Bob Arp: Yea  
Joyce Baumert: Yea  
Marni Danhauer: Yea  
Donald Ellison: Yea  
Dan Hoesly: Yea  
Richard Luebbe: Yea  
Doug Pauley: Yea  
Richard Stephens: Yea  
Gary Wieseler: Yea  
Jack Young: Yea  
Yea: 10, Nay: 0, Absent: 2

### 3 Virtual Conferencing Option

- Nebraska Revised Statute § 84-1411 authorizes virtual meetings for educational service units if the requirements of subdivision (2)(b) are met. The board will determine if next month's board meeting should allow for a virtual conferencing option.

**Recommendation:** Discuss, consider and take any necessary action to approve the virtual conferencing option for the \_\_\_\_\_ board meeting.

There will be no virtual conferencing option for the May 2023 Board Meeting.

### 4 Welcome Visitors

- One visitor present.

### 5 Public Comment

- The Board has the discretion to limit the amount of time set aside for public participation.

Citizens wishing to address the Board on a certain agenda item must complete the Request to be Heard Document prior to the start of the board meeting. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents.

No public comments provided.

### 6 Consent Agenda

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If any Board member wishes to discuss an item, it must be removed from the consent agenda at which time the remaining items will be acted upon.

Consent Agenda Includes:

- Minutes from the previous meeting(s)
- Presentation of the bills
- Policy review with no recommended changes
- Other routine agenda items

**Recommendation:** Discuss, consider and take any action necessary to approve the consent agenda as presented.

Consent agenda as presented Passed with a motion by Doug Pauley and a second by Jack Young.

Dawn Lindsley: Absent

Jennifer Miller: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea

Dan Hoesly: Yea  
 Richard Luebbe: Yea  
 Doug Pauley: Yea  
 Richard Stephens: Yea  
 Gary Wieseler: Yea  
 Jack Young: Yea  
 Yea: 10, Nay: 0, Absent: 2

6 Minutes  
 .  
 1 **This is a consent item.**  
 .

6 Presentation of Bills #75902 through #76084 totaling \$856,993.36  
 .  
 2 The summary of bills for the current month total:\$856,993.36 - Bills #75902 through #76084  
 .  
 Inservice bills total: \$0

	Amount	Vendor	Description
75919	\$13,567.98	Central NE Rehab Services	SPED SLP services
75940	\$9,372.62	ESU 2	NNNC billing
76018	\$5,486.25	Torsh Inc.	PRT software licenses

**This is a consent item.**

6 Reading of Article III, Section 4, A System of Accounting  
 .  
 3 **This is a consent item.**  
 .

6 Reading of Article III, Section 4, B Borrowing  
 .  
 4 **This is a consent item.**  
 .

6 Reading of Article III, Section 4, C Depositories of Funds  
 .  
 5 **This is a consent item.**  
 .

6 Reading of Article III, Section 4, D Coffee Act Policy (Reimbursable Expenses)  
 .  
 6 **This is a consent item.**  
 .

6 Reading of Article III, Section 4, E Gifts

.

7 **This is a consent item.**

.

6 Resignations

.

8 • Laura Plas, Professional Development Coordinator

.

**This is a consent item.**

7 Treasurer's Report

. **Review the breakdown of the Treasurer's Report**

Discuss, consider and take any action necessary to approve the Treasurer's Report as presented. Passed with a motion by Gary Wieseler and a second by Doug Pauley.

Dawn Lindsley: Absent

Jennifer Miller: Absent

Bob Arp: **Yea**

Joyce Baumert: **Yea**

Marni Danhauer: **Yea**

Donald Ellison: **Yea**

Dan Hoesly: **Yea**

Richard Luebbe: **Yea**

Doug Pauley: **Yea**

Richard Stephens: **Yea**

Gary Wieseler: **Yea**

Jack Young: **Yea**

Yea: 10, Nay: 0, Absent: 2

8 New Hire: Ernie Valentine, Professional Development Coordinator for June 26-August 31, 2023 and school year 2023-2024

Ernie Valentine, Professional Development Coordinator for school year 2023-2024. Currently the Director of Learning at David City Public Schools, Ernie Valentine's primary responsibilities are supervising the adoption of the curriculum, overseeing the teacher evaluation system for the district, and leading the continuous improvement team. Mr. Valentine has 13 years of elementary principal experience from David City Public Schools and Falls City Public Schools. During his tenure as David City Elementary Principal, his school was honored as a National Blue Ribbon school by the US Department of Education in 2020. Prior to his time in administration, Ernie was an elementary school teacher and an accomplished wrestling coach in South Dakota for 11 years. Mr. Valentine's professional experience includes his service as an Enlisted and Commissioned Officer, US Army, MN National Guard from 1991-2005.

**Recommendation:** Discuss, consider, and take any necessary action to approve the contract for Ernie Valentine, Professional Development Coordinator for June 26-August 31, 2023 and school year 2023-2024 as presented.

Discuss, consider, and take any necessary action to approve the contract for Ernie Valentine, Professional Development Coordinator for June 26-August 31, 2023 and school year 2023-2024 as presented. Passed with a motion by Donald Ellison and a second by Richard Luebbe.

Dawn Lindsley: Absent

Jennifer Miller: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Doug Pauley: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 2

9 New Hire: Elyse Belina, Early Childhood Special Education Teacher for school year 2023-2024

Elyse Belina, Early Childhood Special Education Teacher for school year 2023-2024. Elyse is currently a preschool teacher at Schuyler Community Schools.

**Recommendation:** Discuss, consider, and take any necessary action to approve the contract for Elyse Belina, Early Childhood Special Education Teacher for school year 2023-2024 as presented.

Discuss, consider, and take any necessary action to approve the contract for Elyse Belina, Early Childhood Special Education Teacher for school year 2023-2024 as presented. Passed with a motion by Jack Young and a second by Richard Stephens.

Dawn Lindsley: Absent

Jennifer Miller: Absent

Bob Arp: Yea

Joyce Baumert: Yea

Marni Danhauer: Yea

Donald Ellison: Yea

Dan Hoesly: Yea

Richard Luebbe: Yea

Doug Pauley: Yea

Richard Stephens: Yea

Gary Wieseler: Yea

Jack Young: Yea

Yea: 10, Nay: 0, Absent: 2

## 1 **Administrator's Report General**

0

- ESUCC Update
- Professional Development Report - Director Ostmeier
  - Accreditation Visit Update
- Special Education Report - Director Clay
- Technology Report - Director Ellsworth
  - NCN Update
- Upcoming Events
  - NASB 2023 Area Membership Meetings - August 2023 (No agenda available as of now)
  - NASB Labor Relations Conference - October 4-5 in Lincoln (No agenda available as of now)
  - NASB State Education Conference - November 15-17 in Omaha (No agenda available as of now)
  - AESA Annual Conference - November 29-December 1 in Anaheim, CA (No agenda available as of now)

Administrator Polk reviewed the attached ESUCC slide. Sparq has software for negotiations. Costs are being negotiated right now. Andrew Easton is an ESUCC employee. He hosts The Good Life EDU podcast and he has listeners from around the world.

Professional Development Report - Director Ostmeier provided an update on the resignation in the consent agenda. Laura Plas is moving to Bennington with her family since her husband will be the new Superintendent in Bennington. The External Accreditation visit was completed. After every Accreditation visit, there are always commendations and recommendations. Director Ostmeier reviewed the attached DYK document. It is required for the Accreditation External Team to come up with recommendations. The formal report has not been received as of this board meeting but should be available to discuss in the May board meeting.

Special Education Report - Director Clay notified the board, the Special Education department is done with projections and contracts with schools for next school year. There is still one position open. Should that position not get filled, Director Clay will explore other options to meet the students' needs. Director Clay and the Special Education department are starting to build their budget for next year. Director Clay is meeting with staff to see what needs there are for next year.

Technology Report - Director Ellsworth provided an update on the Nebraska Cybersecurity Network (NCN). The Nebraska Cybersecurity Network had their first meeting and the

network is working on a book study of Cybersecurity Program Development for Business to get all of the members on the same page. The Nebraska Cybersecurity Network consists of Technology Directors and Administrators.

1 Goal Update

0.

1. Goals - Attached for your Review

- Goal 1:
  - Reminder: The June 2023 Board Meeting has been moved to Tuesday, June 20, 2023 at 4:00pm
- Goal 2:
  - Chart attached.
- Goal 3:
  - School District Board Meetings Completed:
    - David City - 10/10/2022
    - Osceola - 10/10/2022
    - East Butler - 10/12/2022
    - Boone Central - 11/14/2022
    - High Plains - 1/9/2023
    - Fullerton - 2/13/2023
    - Clarkson - 3/15/2023
    - Central City - 3/15/2023
  - School District Board Meeting confirmed:
    - Cross County Community Schools - May 8th at 7:00pm
      - Director Ostmeyer to attend
      - Board Member Donald Ellison to attend

Upcoming Events - Administrator Polk reminded the board the goal is for every board member to attend at least two professional events per year. A chart is attached for everyone to review and determine if the goal has been met. If the goal has not been met, there are four upcoming options available.

1

Services Update

0.

SIMPL Update

2.

(remove)

### Services Planned and Accessed



Data recorded by ESU 07 for the year August 2022 - July 2023 for only services categorized as Staff Development Services (84-002.05A)

### Service



Data recorded for services categorized as

(remove)

### Services Planned and Accessed



Data recorded by ESU 07 for the year August 2022 - July 2023 for only services categorized as Student Services

### Service



Data recorded for services categorized as

Administrator Polk reviewed the screen shots included on the agenda.

1. Facilities Update
0. The Administrator will provide a facilities update during this item.
- 3.

1 Legislative Update

0. During this item, the Administrator will provide a Legislative Update to members of the Board.

Administrator Polk provided a legislative update to the board. There is not a lot going on in the legislature. Day 70 of the legislative session is on May 2, 2023. The legislature will have to start debating the budget by May 2, 2023. The budget has to be advanced to the Governor by day 80.

1 **Committee Reports**

1 Handbook Committee Update

1. Staff and Student Handbook Committee to meet April 26, 2023 at 1:00pm. Committee to make a recommendation to the board in the May Board Meeting.

The handbook committee was provided with links to review the drafted 2023-2024 handbooks prior to the April 26, 2023 Handbook Committee Meeting.

1 Buildings and Grounds Committee Update

1. The Building and Grounds Committee had its initial meeting on March 31, 2023.  
2. Buildings and Grounds Committee member Bob Arp provided an update on the initial March 31, 2023 committee meeting. The committee met and had a tour of the three buildings. There was discussion about the South Building. The committee talked about the aging aspect of the North Building. Dialogue will continue on the HVAC system. The North Building HVAC system needs replacing. Administrator Polk called RVW, who is the architect ESU 7 has a relationship with. After a mechanical engineer reviews the building, another Buildings and Grounds committee meeting will be held to discuss next steps.

1 Conference Report

- 2 Conference Attendees will report on their learnings.

- NCSA GRIT Conference - April 12, 2023: Administrator Polk
- NASB Legislative Advocacy Day - April 17, 2023: Administrator Polk

Administrator Polk provided the board with an update on the conferences she attended.

1 Adjournment

- 3 Meeting adjourned at 5:00pm.

Minutes respectfully submitted by Mindy Reed, Recording Secretary to the ESU 7 Board.

Check Register Summary

Batch Year: 23 Bank: 10 Date Range:

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
10	00076086	C	05/20/2023	60053	5TH SEASON LAWN SERVICE	69.95
10	00076087	C	05/20/2023	10013	ACE HARDWARE	18.32
10	00076088	C	05/20/2023	190428	ALMQUIST MALTZAHN GALLOWAY & LUTH PC	207.00
10	00076089	C	05/20/2023	10391	AMAZON CAPITAL SERVICES *	869.99
10	00076090	C	05/20/2023	10391	AMAZON CAPITAL SERVICES *	3,489.50
10	00076091	C	05/20/2023	10391	AMAZON CAPITAL SERVICES *	1,002.01
10	00076092	C	05/20/2023	10391	AMAZON CAPITAL SERVICES *	1,985.94
10	00076093	C	05/20/2023	130180	AMY MAZANKOWSKI	817.44
10	00076094	C	05/20/2023	14397	ANDREA NELSON	288.00
10	00076095	C	05/20/2023	10681	APPLE COMPUTER, INC.	38,648.00
10	00076096	C	05/20/2023	388	APPLIED CONNECTIVE TECHNOLOGIES	320.00
10	00076097	C	05/20/2023	7331	BEST WESTERN PLUS OMAHA AIRPORT INN	919.00
10	00076098	C	05/20/2023	9032	BRENDA SAXE	600.00
10	00076099	C	05/20/2023	30039	CAPITAL ONE-POLK	4,234.36
10	00076100	C	05/20/2023	30039	CAPITAL ONE-POLK	5,018.49
10	00076101	C	05/20/2023	30039	CAPITAL ONE-POLK	3,671.13
10	00076102	C	05/20/2023	1996	CASEY'S MAIL SERVICE LLC	646.17
10	00076103	C	05/20/2023	30258	CENTRAL COMMUNITY COLLEGE	177.00
10	00076104	C	05/20/2023	40702	CHERYL DROZD	360.00
10	00076105	C	05/20/2023	30550	CITY OF COLUMBUS WATER & SANIT	342.43
10	00076106	C	05/20/2023	30875	COLUMBUS AREA CHAMBER OF COMMERCE	285.00
10	00076107	C	05/20/2023	31035	COLUMBUS PUBLIC SCHOOLS GENERAL FUNDS	740.90
10	00076108	C	05/20/2023	31029	COLUMBUS PUBLIC SCHOOLS LUNCH FUND	4,551.00
10	00076109	C	05/20/2023	31290	CORNHUSKER MARRIOTT HOTEL	395.25
10	00076110	C	05/20/2023	10723	COURTYARD BY MARRIOTT	476.00
10	00076111	C	05/20/2023	4812	CUBBY'S CENEX	262.22
10	00076112	C	05/20/2023	40190	DAKTECH COMPUTERS	13,199.00
10	00076113	C	05/20/2023	40725	EAKES OFFICE SOLUTIONS	16,270.72
10	00076114	C	05/20/2023	50825	ED SERVICE UNIT 7-PAYROLL	674,889.95
10	00076115	C	05/20/2023	50515	CONSOLIDATED ELECTRICAL DISTRIBUTOR	550.00
10	00076116	C	05/20/2023	50582	EMBASSY SUITES - LA VISTA	1,627.50
10	00076117	C	05/20/2023	230292	EMS LINQ INC.	227.62
10	00076118	C	05/20/2023	50595	ENGINEERED CONTROLS	1,375.00
10	00076119	C	05/20/2023	50630	ERNST AUTO CENTER	264.38
10	00076120	C	05/20/2023	7560	ESI HOSTED SERVICES	183.28
10	00076121	C	05/20/2023	50650	ESU 3	4,500.00
10	00076122	C	05/20/2023	50735	ESU 9	170.00
10	00076123	C	05/20/2023	60017	FAIRFIELD INN & SUITES BY MARRIOTT	392.00
10	00076124	C	05/20/2023	5533	FAS-BREAK WINDSHIELD REPAIR	600.00
10	00076125	C	05/20/2023	9806	FAUSS CONSTRUCTION INC.	32,004.00
10	00076126	C	05/20/2023	60056	FIRST NATIONAL BANK COLUMBUS	13,200.00
10	00076127	C	05/20/2023	60056	FIRST NATIONAL BANK COLUMBUS	113.13
10	00076128	C	05/20/2023	13684	CASEY'S BUSINESS MASTERCARD	138.99
10	00076129	C	05/20/2023	60800	FULLERTON PUBLIC SCHOOL	130.00
10	00076130	C	05/20/2023	7013	GREAT PLAINS COMMUNICATIONS	318.90
10	00076131	C	05/20/2023	80147	HAMPTON INN	755.00
10	00076132	C	05/20/2023	11460	HAYLEY MURPHY	882.29
10	00076133	C	05/20/2023	5894	HEIDI ADAMS	55.02
10	00076134	C	05/20/2023	80543	HOMETOWN LEASING	499.04
10	00076135	C	05/20/2023	80880	HY-VEE	533.83
10	00076136	C	05/20/2023	80880	HY-VEE	7.00
10	00076137	C	05/20/2023	90088	INDOFF INCORPORATED	220.32
10	00076138	C	05/20/2023	14346	INSTITUTE OF INTERNATIONAL EDUCATION	9,000.00
10	00076139	C	05/20/2023	13145	IXL LEARNING	599.00
10	00076140	C	05/20/2023	3387	JENNIFER FISTLER	958.27
10	00076141	C	05/20/2023	6319	JOURNEYED.COM, INC.	2,460.96
10	00076142	C	05/20/2023	260092	JUDY A ZADINA	372.04
10	00076143	C	05/20/2023	12424	KASEYA US LLC	925.52
10	00076144	C	05/20/2023	110235	KIDDIE CAB	234.00
10	00076145	C	05/20/2023	120129	LAKEVIEW COMMUNITY SCHOOLS	2,768.12
10	00076146	C	05/20/2023	6718	LAURA PLAS	140.83
10	00076147	C	05/20/2023	14354	LAURA RODRIGUEZ	137.55

Check Register Summary

Batch Year: 23 Bank: 10 Date Range:

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
10	00076148	C	05/20/2023	120223	LEIGH COMMUNITY SCHOOLS	481.98
10	00076149	C	05/20/2023	120314	LINCOLN JOURNAL STAR	14.98
10	00076150	C	05/20/2023	40545	LISA DURANSKI	732.95
10	00076151	C	05/20/2023	120550	LOUP POWER DISTRICT	1,978.65
10	00076152	C	05/20/2023	220090	LYNN VOLLBRACHT	400.00
10	00076153	C	05/20/2023	5410	MARK BRADY	102.84
10	00076154	C	05/20/2023	13005	MATHEMATICALLY MINDED	388.50
10	00076155	C	05/20/2023	130378	MENARDS	158.85
10	00076156	C	05/20/2023	14338	McKayla LaBorde	113.97
10	00076157	C	05/20/2023	130909	NANCY'S CAKE SHOPPE	100.00
10	00076158	C	05/20/2023	140351	NCSA	1,500.00
10	00076159	C	05/20/2023	12653	NCSM	85.00
10	00076160	C	05/20/2023	4499	NCTM	313.00
10	00076161	C	05/20/2023	8893	NEBRASKA DEPARTMENT OF REVENUE	12.00
10	00076162	C	05/20/2023	140570	NEBRASKA TECHNOLOGY & TELECOM.	142.66
10	00076163	C	05/20/2023	140625	NEBRASKA DEPARTMENT OF LABOR	1,949.80
10	00076164	C	05/20/2023	140693	NORFOLK LODGE & SUITES	119.00
10	00076165	C	05/20/2023	418	OTIS PIERCE	214.29
10	00076166	C	05/20/2023	5061	PAPER 101	36,976.80
10	00076167	C	05/20/2023	12017	PAPER TIGER SHREDDING	101.70
10	00076168	C	05/20/2023	80130	PEARSON ASSESSMENT-USE ONLY	6,429.96
10	00076169	C	05/20/2023	160095	PERRYGUTHERY HAASE& GESSFORD P.C.L.L.	384.00
10	00076170	C	05/20/2023	160450	PIZZA RANCH	118.44
10	00076171	C	05/20/2023	11592	POSITIVE ACTION	1,611.50
10	00076172	C	05/20/2023	160672	PRESTO-X	194.55
10	00076173	C	05/20/2023	170029	QUALITY SOUND	32.83
10	00076174	C	05/20/2023	180365	RENAISSANCE LEARNING INC	32,075.23
10	00076175	C	05/20/2023	60015	ROSETTA STONE LTD	10,000.00
10	00076176	C	05/20/2023	20250	RUTT'S HEATING & AIR	329.38
10	00076177	C	05/20/2023	14052	SAMANTHA TOMERLIN	80.00
10	00076178	C	05/20/2023	981	SARAH WACHA	556.10
10	00076179	C	05/20/2023	13269	SCHOOL DISTRICT 145-WAVERLY	9,620.00
10	00076180	C	05/20/2023	190164	SCHUYLER COMMUNITY SCHOOLS	4,816.57
10	00076181	C	05/20/2023	11061	SHANNA GRIFFITH	139.52
10	00076182	C	05/20/2023	8524	SHAYNA CEPEL	596.05
10	00076183	C	05/20/2023	190390	SHELBY-RISING CITY PUBLIC SCHOOL	931.74
10	00076184	C	05/20/2023	190850	STATE OF NEBRASKA DAS STATE ACCTG.	4,762.60
10	00076185	C	05/20/2023	13374	STRIV AUDIO VISUAL	20.04
10	00076186	C	05/20/2023	11533	SUMMERLAND PUBLIC SCHOOL	214.84
10	00076187	C	05/20/2023	191085	SUPER SAVER	760.47
10	00076188	C	05/20/2023	9130	THE SUPPORT GROUP	472.50
10	00076189	C	05/20/2023	200493	TWIN RIVER PUBLIC SCHOOL	145.00
10	00076190	C	05/20/2023	200606	U & I SANITATION	112.25
10	00076191	C	05/20/2023	14389	UNANIMOUS	4,187.50
10	00076192	C	05/20/2023	8826	UNIVERSITY OF NE BOARD OF REGENTS	1,000.00
10	00076193	C	05/20/2023	10320	VERIZON WIRELESS	1,173.60
10	00076194	C	05/20/2023	230049	WALMART (SPED)	166.22
10	00076195	C	05/20/2023	230051	WALMART CAPITAL ONE - MIG	127.96
10	00076196	C	05/20/2023	230195	WAYNE COMM. SCHOOLS	275.17
10	00076197	C	05/20/2023	230249	WEST POINT PUBLIC SCHOOLS	2,538.98
10	00076198	A	05/20/2023	10510	ABBY PFISTER	644.09
10	00076199	A	05/20/2023	12629	ABIGAIL FOCHT	646.49
10	00076200	A	05/20/2023	13897	ADILENE PEREZ	761.77
10	00076201	A	05/20/2023	190945	AMANDA STUTHMAN	2,642.46
10	00076202	A	05/20/2023	120155	AMY J SLAMA	129.69
10	00076203	A	05/20/2023	10030	ANA KAREN GARCIA MEDINA	979.23
10	00076204	A	05/20/2023	1082	ANGEL MAYBERRY	357.63
10	00076205	A	05/20/2023	990	BRANDY ROSE	612.43
10	00076206	A	05/20/2023	13528	CARA NEESEN	117.25
10	00076207	A	05/20/2023	110510	CAROLYN KOCH	101.13
10	00076208	A	05/20/2023	5967	CASSANDRA RUTH	934.03
10	00076209	A	05/20/2023	9512	CASSIE KRINGS	643.87

Check Register Summary

Batch Year: 23 Bank: 10 Date Range:

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
10	00076210	A	05/20/2023	13510	CHRISTINA HANCOCK	462.50
10	00076211	A	05/20/2023	70017	CYNTHIA ALARCON	359.60
10	00076212	A	05/20/2023	180474	DARLENE RODRIGUEZ	1,127.26
10	00076213	A	05/20/2023	10529	DAVID VANDERHEIDEN	608.63
10	00076214	A	05/20/2023	14001	DEVON GRONENTHAL	707.40
10	00076215	A	05/20/2023	14060	DYLAN SOUTHARD	339.29
10	00076216	A	05/20/2023	60033	ELISSA HEIBEL	315.06
10	00076217	A	05/20/2023	14125	EMMA MOORE	608.00
10	00076218	A	05/20/2023	7099	HALEY KUNZE	582.95
10	00076219	A	05/20/2023	20135	ISAURA BARRETO	913.07
10	00076220	A	05/20/2023	8559	JACLYN TERNUS	451.42
10	00076221	A	05/20/2023	11223	JILL WIELGUS	534.48
10	00076222	A	05/20/2023	8540	JOLYNN KAHLANDT	791.24
10	00076223	A	05/20/2023	11932	JOSH ARIAS	990.36
10	00076224	A	05/20/2023	6459	KAISE RECEK	55.02
10	00076225	A	05/20/2023	100521	KRIS JOHNSON	52.40
10	00076226	A	05/20/2023	160636	LARIANNE POLK	406.95
10	00076227	A	05/20/2023	13480	LETISHIA KLEINSCHMIT	969.40
10	00076228	A	05/20/2023	13471	LINDSEY CLAREY	789.12
10	00076229	A	05/20/2023	190434	LORI SIMANEK	563.75
10	00076230	A	05/20/2023	13986	LYNNE WEBSTER	2,992.32
10	00076231	A	05/20/2023	2267	MARCIA OSTMEYER	284.60
10	00076232	A	05/20/2023	11797	MARIA RODRIGUEZ	1,154.11
10	00076233	A	05/20/2023	11479	MEGAN WELCH	854.77
10	00076234	A	05/20/2023	4650	MELINDA VELECELA	314.18
10	00076235	A	05/20/2023	12246	MERRIDIE KAUP	826.95
10	00076236	A	05/20/2023	12254	MOLLIE MORROW	844.49
10	00076237	A	05/20/2023	8788	NATHALIE VARGAS	513.52
10	00076238	A	05/20/2023	13498	RACHEL BECK	421.82
10	00076239	A	05/20/2023	5983	RACHEL GARNER	526.62
10	00076240	A	05/20/2023	10375	RONELLE JACKSON	333.80
10	00076241	A	05/20/2023	30268	SANDY CERNY	510.90
10	00076242	A	05/20/2023	13994	SCOTT WYMAN	201.74
10	00076243	A	05/20/2023	130708	SHARON M BROWN	924.86
10	00076244	A	05/20/2023	10740	SHELLI EICKMEIER	742.77
10	00076245	A	05/20/2023	12165	STEPHANIE FOREMAN	263.00
10	00076246	A	05/20/2023	11436	TAMRA CLAY	140.87
10	00076247	A	05/20/2023	13536	TERI OPFER	1,080.10
10	00076248	A	05/20/2023	70018	VANESSA GASCON-GUARCAS	280.34
10	00076249	A	05/20/2023	230361	WENDY WOLFE	784.04
10	00076250	A	05/20/2023	10545	YARIBEY RODRIGUEZ	522.04
10	00076251	C	05/20/2023	13684	CASEY'S BUSINESS MASTERCARD	75.00

**Total Bank: 10 \$1,015,649.14**

<b>Total Computer Checks:</b>	<b>\$980,933.33</b>
<b>Total Manual Checks:</b>	<b>\$0.00</b>
<b>Total ACH Checks:</b>	<b>\$34,715.81</b>
<b>Total Other Checks:</b>	<b>\$0.00</b>
<b>Total Electronic Checks:</b>	<b>\$0.00</b>
<b>Total Computer Voids:</b>	<b>\$0.00</b>
<b>Total Manual Voids:</b>	<b>\$0.00</b>
<b>Total ACH Voids:</b>	<b>\$0.00</b>
<b>Total Other Voids:</b>	<b>\$0.00</b>
<b>Total Electronic Voids:</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$1,015,649.14</b>
<b>Number of Checks:</b>	<b>166</b>

Batch Year	Batch	Amount
23	000356	70,669.76

# Check Register Summary

Batch Year: 23    Bank: 10    Date Range:

Batch Year	Batch	Amount
23	000358	93,004.61
23	000365	177,009.82
23	000367	674,889.95
23	000372	75.00



# Section 6 - Administration

## Article I, Section 6, A Concept of Administration

The administration of ESU 7 is responsible for the direction, coordination, and control of staff and programs in their efforts to achieve the mission and educational goals adopted by the Board within the guidelines established by Board policy and law.

To demonstrate leadership, develop positive relationships within the education community and resolve problems that arise internally and/or externally, the Board expects the administration to specialize in the following:

1. Decision making and communication.
2. Planning, organizing, implementing, and evaluating.
3. Coordinating and guiding the various centers of power within the ESU and the education community to enable people to work together as a team for the purpose of education that might not be possible if done separately.

The administration is expected to create and maintain appropriate mechanisms such as councils and committees to:

1. Foster good communications within the staff.
2. Allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

Legal Reference:	§ 79-1219
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022 May 15, 2023

**Article I, Section 6, B Administrator**

The Administrator to be employed by the Board shall be a person experienced in education administration, shall hold at least a standard administrative certificate and shall meet all other requirements issued through the Nebraska Department of Education.

Legal Reference:	§ 79-1219 NDE Rule 21; NDE Rule 84.005.01
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022 May 15, 2023

## **Article I, Section 6, C Duty and Function of the Administrator**

The Administrator is the chief executive officer of ESU 7. As chief executive officer, the Administrator is delegated the authority and responsibility for the overall administration of ESU 7 in all of its aspects. The Administrator shall carry out the executive and administrative functions in accordance with Board policies and directives in compliance with law.

The Administrator is delegated the authority and responsibility for the efficient execution of all decisions made by the Board concerning the internal operation of the ESU. The Administrator shall further perform duties which are specifically designated in the policies as duties of the Administrator, duties assigned to the Administrator by the Board, duties that are established in the Administrator's employment contract and job description, and duties that are mandated by law as the responsibility of the Administrator.

The general duties and functions of the Administrator are as follows:

### **1. Policies:**

The Administrator's responsibilities related to policies are:

- a. To present the Board with new or amended policies as appropriate to serve the role and mission of ESU 7 and meet changing requirements of law.
- b. To implement Board policies and assure compliance with Board policies.
- c. To assure that the Board policies are available for review upon request at the administrative office of the ESU.

### **2. Personnel:**

The Administrator is responsible for the overall management of staff. Responsibilities related to personnel include:

- a. To recommend administrative and supervisory positions for approval by the Board. The Board will approve the broad purpose and function of administrative and supervisory positions.
- b. To assign, supervise and evaluate administrators and supervisors and direct them in the performance of their duties.
- c. To recommend certificated/professional candidates for employment and establish terms of employment for approval by the Board.
- d. To prepare written job descriptions for employees.
- e. Where Board action is not required, offer employment to classified/non-certificated candidates and establish terms of employment for reporting to the Board.
- f. To prepare and distribute staff handbooks. Staff handbooks that are approved by the Board shall be deemed to be policies of the Board and shall have the same effect as Board-adopted policies.
- g. To develop and provide an effective staff development program.

- h. To make assignments of personnel to their particular schools and responsibilities as determined appropriate.
- i. To discipline staff and terminate or recommend termination of employment when appropriate.
- j. To create and maintain appropriate mechanisms such as councils and committees to foster good communications within the staff and to allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

### **3. Budget:**

The Administrator's responsibilities related to the budget are:

- a. To prepare the annual budget for the operations of the ESU with the assistance of staff, give required budget hearing notices, present the budget for approval by the Board, and file such reports and forms related to the budget and tax levy process as required.
- b. To make every attempt possible to operate within the limits set forth by the budget.

### **4. Services:**

The Administrator shall communicate and provide leadership with regard to the determination of services to be provided to member school districts and services to be provided to other schools or entities via contract. The Administrator shall ensure that the services are provided in a satisfactory manner.

### **5. Purchases and Contracts:**

The Administrator's responsibilities related to purchases and contracts are:

- a. To be in charge of all financial matters of the ESU.
- b. To study and recommend to the Board fiscally prudent and suitable purchases and contracts for which Board action is required pursuant to law or Board policy. Where Board action is not required, to approve such purchases and contracts after appropriate consultation with other administrators and appropriate staff, or to provide oversight of those staff that are delegated such purchasing responsibilities.
- c. To maintain a current inventory of ESU property.
- d. To assure that ESU facilities, equipment and property are appropriately maintained.
- e. To provide long-range and short term planning concerning facilities.

### **6. Board and Community Communications:**

The Administrator's responsibilities related to communications with the Board are:

- a. To prepare and send out agenda, special reports and minutes for Board meetings.

- b. To prepare for and attend all Board meetings unless excused.
- c. To promptly inform the Board of decisions or actions taken that are not covered in Board policies or by Board action. The Administrator shall have authority to make such decisions or take such actions on behalf of the ESU where the Administrator reasonably determines that it is necessary to do so.
- d. To keep the Board informed concerning the total ESU programs and operations.
- e. To communicate to the schools and the community information about the activities of the ESU and publish reports on such activities as legally required.
- f. To coordinate and guide the stakeholders within the ESU and the community to cooperatively enhance efficiency and effectiveness of ESU programs and services.
- g. To keep abreast of the trends and changes in education for possible implementation of selected programs. The Administrator will be expected to attend district, state, and national conventions of professional educational organizations. The Administrator will report to the Board such information that is learned at such programs that will require Board action. Reimbursement for expenses allowed shall be in accordance with Board Policy.
- h. The Administrator shall, prior to July 1 of each year in which a statewide primary election is to be held, certify to the election commissioner or county clerk of each county located within the ESU the corporate name of each school district located within the county. If a school district is a joint school district located in two or more counties, the Administrator shall certify to each election commissioner or county clerk the educational service unit of which the school district is considered to be a part.

The Administrator is responsible to maintain the official records of the ESU.

The Administrator shall serve as a member of the Educational Service Unit Coordinating Council (ESUCC).

The Administrator is to delegate duties to other members of the administrative team or other staff as required for the effective administration of the ESU, except in such matters that Board policy, Board action, or law prohibits the delegation. The Administrator remains responsible for assuring that the delegated duties are performed as required.

On or before January 31 of each year, the Administrator shall submit to the Commissioner of Education a report described as the annual financial report showing (a) the amount of money received from all sources during the year and the amount of money expended by the educational service unit during the year, (b) other information as necessary to fulfill the requirements of section 79-1241.03, and (c) such other information as the commissioner directs.

The Administrator is expected to adhere to the “Code of Ethics” for certificated educators as adopted by the Nebraska Department of Education and the ethical code of the American Association of School Administrators (AASA).

Legal Reference:	§ 13-905; § 79-1217(6); § 79-1245, § 79-1229(1) NDE Rule 27
Date of Adoption:	February 19, 2018
Date(s) of Review:	May 16, 2022 May 15, 2023

**Article II, Section 6, B Notice of Budget Meeting**

A summary of the prepared yearly budget of ESU 7 shall be published one time in a legal newspaper published in or of general circulation in each county in ESU 7 at least five days before a meeting at which such budget shall be considered for adoption by the Board. Such publication shall also specify the date, time, and place of the public hearing at which the budget will be considered and any tax levy made.

Legal Reference:	§ 79-1227
Date of Adoption:	March 19, 2018
Date(s) of Review:	May 16, 2022 May 15, 2023

**Article III, Section 1, D Requests, Cost, and Payment**

- Services to Member School Districts. Services to be provided to member school districts are determined by the ESU Board, in collaboration with member school districts, and where the service involves use of core service funds or funds generated by the ESU property tax, obtaining the requisite approval for services from member school districts.

Services will be annually reviewed by the Administrator. Requests for new services are to be made to the Administrator and, if interest is sufficient, brought before the ESU Board.

The Administrator will communicate to member schools the process by which member school districts may request and pay for services.

- Services to Non-Member School Districts. ESU 7 establishes the following process by which services are provided to and paid for by non-member school districts:

Non-member school districts are those non-public schools and homeschools within the ESU 7 boundaries as well as public, non-public and homeschools outside ESU 7 boundaries.

The Educational Service Unit 7 Board will contract for services with a non-member school district only if the service is currently being offered to Educational Service Unit 7 member school districts and if providing the service does not require adding additional equipment or personnel beyond what the additional revenue would generate. The ESU 7 Board will not place a financial burden on Educational Service Unit 7 member school districts to provide a service to a non-member district. Costs for non-member school districts will be established and/or reviewed annually.

Legal Reference:	§79-1204, §79-1222, 79-1224, 79-1225 and 79-1242 NDE Rule 84, sections 3.05B
Date of Adoption:	August 20, 2018
Date(s) of Review:	May 17, 2021 June 21, 2021 May 16, 2022 May 15, 2023

### **Article III, Section 1, F Special Education Cooperative**

1. As is consistent with P.L.94-942; P.L.99-457; and state statutes, Educational Service Unit 7 recognizes that the responsibility for educating children with disabilities is that of the local school district and that the role of the service unit is that of assisting the schools, when so requested, in carrying out their assigned responsibility under the following conditions:
  - a. Services shall be those approved by the Educational Service Unit 7 Board.
  - b. All requests must be made to the ESU Administrator and the Educational Service Unit 7 Board.
  - c. Final responsibility keeping records, submitting reports, placement of students, etc., shall be that of the local districts involved.
  - d. All Special Education programs shall be financed in their entirety by the local district although these funds may be channeled through Special Education under the prescribed budget conditions. This will be done through contractual agreements between Educational Service Unit 7 and the local school districts.
  - e. Non-Member contract requests will be handled according to applicable law.
  
2. The Special Education Cooperative shall operate directly under the Board of Educational Service Unit 7, through its designated ESU Administrator, and shall follow all rules, regulations, guidelines, and policies as set forth by them.
  
3. The Director of Special Education shall work for the Educational Services Unit 7 Board, through the ESU Administrator, in carrying out such duties as are assigned. Among the assigned duties are:
  - a. Preparation of the yearly Special Education Cooperative budget within the timelines. The Director of Special Education will then present it to the ESU Administrator and to the Board as a part of the total budget.
  - b. Once the budget has been adopted, the Special Education Director shall be responsible for keeping the department portion of the budget within the amounts so budgeted. In no case may department and total budget amounts be exceeded.
  - c. The Director shall also be responsible for seeing that ample funds are on hand to maintain the needed cash flow to operate the Special Education Cooperative.
  - d. The Special Education employees shall be under the Director of Special Education and all be expected to act in a professional manner at all times.
  - e. The Director shall see that all records (including financial) are kept up to date at all times.
  
4. Educational Service Unit 7 agrees to house the Special Education Cooperative in the manner and to the degree necessary as determined by the ESU Administrator.

- a. The Cooperative shall be responsible for maintenance and upkeep of the portion of property. In the event that more space is needed it will be the duty of the Cooperative to locate and pay for all such additional space.
5. The Special Education Cooperative shall have the use of meeting rooms the same as all other departments within the Unit.

Legal Reference:	§
Date(s) of Review:	May 18, 2020 May 16, 2022 May 15, 2023

### **Article III, Section 7, G Internet Safety Policy**

It is the policy of the ESU to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the ESU’s computer network, the ESU shall: (a) protect against 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) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) 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 ESU’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 ESU 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 Administrator and the Administrator’s designees.

5. Parental Consent. The ESU shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
6. Adoption. This Internet Safety Policy shall be adopted by the Board at a public meeting, following normal public notice.

Legal Reference:	47 USC § 254 (Children’s Internet Protection Act)
Date of Adoption:	November 19, 2018
Date of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

## Section 2 - Staff Handbooks and Job Descriptions

### Article IV, Section 2, A Staff Handbooks and Job Descriptions

The administration is responsible for preparing and distributing staff handbooks and job descriptions. Staff handbooks and job descriptions approved by the Board shall have the effect of Board-approved policy and, if approved by the Board later in time to any conflicting Board policy, shall control over conflicting Board policy.

Legal Reference:	
Date of Adoption:	February 18, 2019
Date(s) of Review:	June 20, 2022 May 15, 2023

## Article V, Section 5, C Use of Restraints and Seclusion

### Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

### Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
  - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
  - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act **unless** the student also demonstrates the ability, the intent, and the immediacy to carry out the threat.
  - Destruction of or damage to property does not present a substantial risk of personal injury **unless** personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
  - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
  - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

1. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
2. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the ESU or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

## **Seclusion**

### **1. When Seclusion May be Used.**

Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include the use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for the use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

### **Seclusion may not be used:**

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

**Conditions.** Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in

position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

**Timeline.** A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

**Training.** Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

### **Documentation and Evaluation**

1. **Documentation of Use of Physical Restraint or Seclusion.** A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Learning Academy record. The student's resident school district, shall also maintain a copy of each such record. Each such record shall include:
  - The student's name;
  - The date of the incident;
  - The beginning and ending times of the incident;
  - A description of any relevant events leading up to the incident;
  - A description of any interventions used prior to the implementation of physical restraint or seclusion;
  - A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
  - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
  - A description of any injuries (whether to students, staff, or others) or property damage;
  - A description of any planned approach to dealing with the student's behavior in the future;
  - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
  - The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

1. Notification of Administration. ESU 7 Special Education Director or Director designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
2. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the ESU 7 Special Education Director or designee shall send written notice of the incident to the student’s parents or guardians, unless the parent or guardian has provided the ESU a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.
3. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
  - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
  - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s Learning Academy student record and provided to the ESU 7 Special Education Director or designee.

ESU 7 shall review Article V, Section 5, C, Restraint and Seclusion Policy annually.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

## **Article V, Section 5, D Removal of Students and Interviews of Students**

### **1. Removal of Students by Law Enforcement Officials**

In dealing with law enforcement officials, ESU employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with ESU operations or educational programming.

A peace officer may in the line of duty require a student to accompany him for questioning or detention, either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe that the juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. A probation officer assigned to a student by a court also has the statutory authority to arrest a student in certain circumstances and that power is similar to the power granted to a peace officer by law.

If a peace officer or probation officer requests custody of a student who is at that time under the control and jurisdiction of the ESU:

- a. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student.
- b. Upon releasing the student, the school in which the student is enrolled has a statutory responsibility to inform the student's parent or guardian of the removal. To assist the school in meeting this responsibility, the ESU employee who has released the student shall contact an appropriate administrator of the school in which the student is enrolled. The school administrator shall be informed of any circumstances that warrant a delay in immediately contacting the parent or guardian, such as information which suggests that immediate notification could interfere with the peace officer's performance of duties or create a dangerous situation for the student or peace officer.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state official, or officers from outside the jurisdiction of the ESU. While these officers may have authority to arrest and remove students, local law enforcement should be contacted and requested to participate in or monitor the removal.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of some agency of the federal government without consent of the student’s parent, guardian or custodian.

## 2. Interviews of Students by Law Enforcement Officials

Unless a student is placed under arrest, a peace officer or probation officer will not be permitted to remove a student from the control and jurisdiction of the ESU for questioning unless permission of the student’s parent, guardian or custodian is obtained. Law enforcement officers should be urged to contact students outside the instructional day and off ESU premises whenever possible. Questioning or interview of students on ESU premises should only take place pursuant to the following guidelines:

- a. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the ESU, questioning should not take place until the student’s parent, guardian or custodian has been contacted, either by the ESU or by an appropriate administrator of the school in which the student is enrolled, and permission is given for such an interview. The consent should be documented. The presence of an ESU employee during the interview is not necessary.
- b. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted on ESU premises without such consent. In these situations, an employee of the ESU or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.
- c. If the investigation relates to an incident which took place on ESU or school premises or during instructional time, it is not necessary to obtain parental consent for an interview. In these situations, an employee of the ESU or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to the incident which took place on ESU or school premises or during instructional time or something which is directly related thereto.
- d. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on ESU premises free from the observation of other children or individuals. In such situations, it is neither necessary nor desirable that an ESU employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian for the interview.

## 3. Disclosure of Student Records

ESU employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

#### 4. Interviews of Students by Persons other than Law Enforcement Officials

Any person other than an employee or agent of the ESU or of the school in which the student is enrolled who comes to ESU premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of the Administrator or designee.

Permission to remove is not to be granted unless authorized by the student's parent, guardian or custodian or a person authorized by the student's parent, guardian or custodian.

Permission to interview is not to be granted unless that person has a clearly valid and proper reason and such is not disruptive to ESU operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference:	§ 43-248; § 43-418; § 79-294 § 79-2,104 (student records) 20 U.S.C. 1232g (FERPA)
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

# Section 6 - Student Conduct

## Article V, Section 6, A Student/Parent Handbook

Students are to be held responsible for compliance with the ESU student handbook. ESU employees shall report handbook violations to the Administrator or designee.

The ESU 7 Administration is responsible for preparing student/parent handbooks for Board approval and distribution. The Board will review and approve student/parent handbooks in order that the contents may be accorded the legal status of board-approved policy and regulation. It is essential that the contents of student/parent handbooks conform with ESU 7 policies and regulations. The Board, therefore, expects student/parent handbooks to be approved by the Board and/or ESU 7 Administrator or designee before publication.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 20, 2022 May 15, 2023

**Article V, Section 6, B Search and Seizure**

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

The following rules shall apply to the search and seizure of items in a student’s possession or control:

1. ESU officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation.
2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by ESU officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.
4. The appropriate administrator of the school in which the student is enrolled is to be notified when items are discovered that would warrant discipline of the student under the school’s student code of conduct.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

**Article V, Section 6, C Anti-Bullying**

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students.

Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

## Section 7 - Student Health

### Article V, Section 7, A Prohibition on Mandatory Medication

A student shall not be required to obtain a prescription for a controlled substance as a condition for receiving ESU educational services, an evaluation or special education services.

Legal Reference:	20 U.S.C. 1400 et seq. 34 CFR Part 300 (Individuals with Disabilities Education Act and regulations) 92 NAC 51 (NDE Rule 51)
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 20, 2022 May 15, 2023

## **Article V, Section 7, B Dispensing Medications**

The administration of medication to students is to be limited to medications that must be taken while students are participating in ESU programs or otherwise under the control and jurisdiction of the ESU. Adjustment of dosage intervals should be considered before medication is administered by ESU employees.

All medications administered by ESU personnel shall be administered in accordance with the Medication Aide Act.

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
  - a. Physician's Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
  - b. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
  - c. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification.
  
2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
  
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
  
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and

copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent or school district personnel when accompanied by signed/dated permission to do so. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent in person or a designated school district personnel by a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include witness and documentation.

7. Administration of Medication by ESU Personnel.

a. Administration of Medication: Administration of medication includes, but is not limited to:

- i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
- ii. Recording medication provision; and
- iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.

b. Authorized ESU Personnel: Administration of medication shall only be done by the following:

- i. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as "school nurses."
- ii. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the ESU for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability

and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

c. Routes of Medication Administered by ESU Personnel:

i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

1. Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
2. Directions for additional routes must be for recipient specific procedures and must be in writing.
3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
5. ESU personnel administering the medication shall comply with the written directions.

iii. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.

d. Refusal to Administer Medication: The ESU may refuse to give a medication if after a reasonable and prudent research by an ESU or school health care professional a

decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, the dosage, or the medication) with the parent or guardian and the physician.

Legal Reference:	§§ 71-6718 to 71-6742; NDE Rule 59
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

**Article V, Section 7, C Student Self-Management of Asthma, Anaphylaxis and Diabetes**

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions while participating in programs operated by the ESU when the student has a self-management plan established with the school in which they are enrolled that is prepared and signed in accordance with legal requirements. A copy of this plan must be provided to the ESU program.

Legal Reference:	§§ 79-224 and 79-225
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 20, 2022 May 15, 2023

**Article V, Section 7, E Emergency Medical Aid**

When a student is receiving services in a program under the control or supervision of the ESU, ESU employees are to utilize the skills within their capacity to respond to health emergencies. Employees are to render medical aid to students in need of emergency medical services or, as appropriate, arrange for the transportation of the student to the nearest facility where professional medical assistance is available.

Every effort should be made by ESU 7 employees to contact the student’s parent or guardian, if time allows for such contact under emergency circumstances; but the primary interest is the health of the student. In the event that emergency circumstances do not allow the employee to contact a parent or guardian prior to the rendering of medical assistance, then the employee should contact the parent or guardian at the earliest practical time under the circumstances.

Legal Reference:	
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 21, 2021 June 20, 2022 May 15, 2023

## **Article V, Section 7, F Wellness**

It is the policy of ESU 7 to provide curriculum, instruction, and experiences in a health promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school-setting other than within a school district served by ESU 7.

### **1. Goals to Promote Student Wellness**

Level III Programs have established the following student wellness goals that are designed to promote student wellness in a manner that Level III Programs determine to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

### **2. Nutrition Guidelines**

Nutrition guidelines have been selected by Level III Programs for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows:

- any lunch program offered by Level III Programs will meet or exceed the requirements of federal and state law and regulatory authorities and
- no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Level III Programs premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch. The ESU 7 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

### **3. Plan for Measuring Implementation and Designation of Responsible Persons**

The ESU 7 Administrator or the Administrator's designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Level III Programs, it is understood that all students have an Individualized Education Plan (IEP), which will provide the basis for the Wellness Policy guidelines.

#### 4. Development of Policy

Level III Programs assure that development of the Wellness Policy involves the ESU Board, administrators, and staff.

ESU 7 shall review Article V, Section 7, F Wellness Policy annually.

Legal Reference:	
Date of Adoption:	June 17, 2019
Date(s) of Review:	June 15, 2020 June 21, 2021 June 20, 2022 May 15, 2023

## Section 8 - Communicable and Infectious Diseases

### Article V, Section 8, A Procedures for Control of Infectious Diseases

It shall be the policy of Educational Service Unit 7 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing student and employee exposure to job related risks associated with bloodborne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practices for the purposes such as, but not limited to, identifying employees with occupational exposure risks from bloodborne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate, where possible, risks to employees from bloodborne pathogens. "Employee" as used herein does not include volunteers, trainees other than student teachers assigned to ESU 7, under the supervision of ESU 7, or independent contractors. "Student" as used herein shall mean a student attending one of the ESU programs located on ESU 7 Campus.

#### 1. Students

a. Students will be excluded from school for the following communicable diseases.

Each of the communicable diseases listed below has a period for exclusion.

- i. Measles (Rubeola): Students may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately. Students who are at risk of contracting the disease (who have not been adequately immunized against measles) will be excluded or served in another manner for the duration of the measles outbreak.
- ii. Three Day Measles (Rubella): Students may return to school seven days after the onset of the rash. The State Health Department must be notified immediately. Students who are at risk of contracting the disease (who have not been adequately immunized against rubella) will be excluded or served in another manner for the duration of the rubella outbreak.
- iii. Mumps: Students may return nine days after the onset of Parotid swelling. The State Health Department must be notified immediately.
- iv. Chicken Pox (Varicella): Students may return to school seven days after the initial onset of the rash if all pox are dry and the student is symptom-free.
- v. Shingles (Herpes Zoster): Students may return to school after all lesions are dried.
- vi. Streptococcal Infection: Students may return to school 24 hours after the start of antibiotic therapy regimen if body temperature is normal.
- vii. Ringworm (Tinea Corporis), Impetigo, Scabies, and Pinkeye (Conjunctivitis): Students shall remain out of school at least one day and until treatment has begun. Students with mild tinea corporis, impetigo,

- scabies and conjunctivitis may be sent home at the end of the school day with instructions not to return until under a physician's care.
- viii. Head Lice: Students shall be excluded from school until completion of first treatment and all nits (eggs) are removed. Students with head lice will be sent home with instructions not to return until after completion of the first treatment and removal of all nits.
  - ix. Herpes Simplex Virus: Students having open skin lesions that cannot be covered with a dressing shall be excluded from school until the lesions are dried.
  - x. Hepatitis A: Students may be readmitted to school upon approval of their physician.
  - xi. Elevated Body Temperature: Students with temperatures over 100 degrees shall be sent home from school. Body temperatures must be normal for 24 hours before returning to school without the use of over the counter pain/fever reducers.
  - xii. COVID-19 (Coronavirus): Symptoms include fever, cough, and shortness of breath. Use universal hand washing procedures, hand sanitizers, and coughing in tissue/elbow. CDC believes symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Students with confirmed positive COVID-19 will not return to school until determined not contagious by current CDC guidelines.
  - xiii. Hepatitis B and Human Immunodeficiency Virus (HIV) also referred to as Aids Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS): Determination of the school attendance status of a student with Hepatitis B or HIV/ARC/AIDS will be on a case by case basis.
    - 1. If the ESU Administrator, program supervisor or the Superintendent of the student's district of residence receives information that a student attending any ESU 7 regional program has become infected with Hepatitis B or HIV, the Superintendent of the student's district of residence shall contact the parents of the student to determine if they wish their child to continue to receive educational services as currently being provided under his/her Individual Education Program (IEP).
    - 2. If the student is to continue to be served by the ESU 7 regional program, the ESU Administrator shall immediately convene a planning team which shall prepare recommendations needed to appropriately accommodate the student in his/her current placement. The planning team shall include, but not be limited to the following persons.
      - a. The student's parents or guardians.
      - b. The student's representative (at the option of the parents).
      - c. The student's physician.

- d. The ESU 7 Administrator or Designee.
  - e. The ESU 7 Program Supervisor.
  - f. The ESU 7 attorney.
  - g. The Superintendent of the school district housing the regional program.
  - h. The Superintendent of the student's school of residence.
  - i. The student's teacher or teachers.
  - j. The ESU 7 medical representative (at the option of the ESU 7 Administrator).
  - k. The consultants representing the Nebraska State Departments of Health and Education.
3. The planning team shall: (1) Receive a medical overview of the student's condition; (2) Consider the nature of the risk (how the disease is transmitted); (3) Consider the severity of the risk (the potential harm to third parties); (4) Consider the behavior and neurological development of the student; (5) Consider the student's interaction with staff and other students; (6) Consider the desires and needs of the student and his/her family; (7) Consider the age of the student; (8) Consider the degree to which other individuals with whom the student will interact; and (9) Consider any other pertinent factors reasonably related to the decision.
  4. The planning team shall generate recommendations for serving the student for the teachers, the program supervisor, other students, the administrator of the school housing the regional program, the superintendent of the student's school district of residence and the custodian(s). The planning team shall generate recommendations concerning the restroom facilities, lunchroom facilities, transportation, public relations and any emergency procedures. Should the planning team recommend a change in the current IEP or IFSP, an IEP or IFSP meeting shall be convened immediately.
  5. It is the goal of ESU 7 that all Hepatitis B and HIV/ARCS/AIDS affected students be able to attend regional programs and participate in activities in an unrestricted setting so long as such attendance and participation would be reasonable. However, exceptions will be made for students with neurological impairments or developmental delays resulting in a lack of control over bodily fluids and displays of behavior such as biting, or students who have uncovered oozing lesions.
- b. The privacy of the student and his/her family must be protected and the knowledge that a student has a communicable condition should be confined to persons with a direct need to know basis unless parental authorization is obtained to waive privacy rights. If it becomes necessary to inform others, these

persons will be provided with information concerning the necessary precautions and will be informed of confidentiality rights and privacy requirements.

## 2. Employees

- a. Contagious and Infectious Diseases: When an employee has a contagious or infectious disease in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence from work as listed under the heading "Students" earlier in this policy. Prior to returning to work, employees shall upon request submit a physician's statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.
  - b. Bloodborne Pathogen Communicable Diseases: Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV Including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.
- General Provisions:
    - No Discrimination or Harassment: No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease
    - Privacy: Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student, applicant or employee.

No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than ESU employees or agents who have a need to know of the circumstances, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records: All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure

shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

All health records, notes, and other documents that reference a student’s bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. **Infection Control:** All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of the ESU established in accordance with OSHA’s “Occupational Exposure to Blood-Borne Pathogens” Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees’ right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. **Staff Development:** The Administrator or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about ESU policies.

Legal Reference:	173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes) § 79-264 (student emergency exclusion) 29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation) ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq. Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq. Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126 20 U.S.C. 1232g (FERPA)
Date of Adoption:	June 17, 2019
Date(s) of Review:	October 18, 2021 June 20, 2022 May 15, 2023

**Article V, Section 8, B Emergency Closure of ESU 7 Buildings**

If the Administrator or Administrator’s designee determines that a building or buildings should be closed due to health or safety concerns, then the Administrator or Administrator’s designee is authorized to close an ESU 7 building or buildings until the Administrator or Administrator’s designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Administrator or Administrator’s designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Administrator or Administrator’s designee makes the decision to close an ESU 7 building or buildings, then the Administrator or Administrator’s designee shall communicate such decision to students, parents (if applicable), staff, community members and area media outlets as soon as practical.

If an ESU 7 building is closed, then no person shall be allowed to enter such building unless the Administrator permits such person to enter such building.

Legal Reference:	§§
Date of Adoption:	March 16, 2020
Date(s) of Review:	June 20, 2022 May 15, 2023

**Article V, Section 8, C Emergency Exclusion of Persons from ESU 7**

If the Administrator or Administrator’s designee determines that a person may pose a health or safety risk to others, the Administrator may exclude such person from ESU property. If such person is a student in an ESU 7 Level III program then the Administrator or Administrator’s designee will contact the resident school district to transport the student from the Level III program back to the resident school district. After returning to the resident school district, the student will follow the exclusion protocol established by the resident school district. If such person is a staff member, then the Administrator or Administrator’s designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Administrator or Administrator’s designee shall inform such person as soon as possible that they are not permitted on ESU 7 property until further notice from the Administrator or Administrator’s designee.

The Administrator may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Legal Reference:	§§
Date of Adoption:	March 16, 2020
Date(s) of Review:	June 20, 2022 May 15, 2023

## Section 9 - Student Fees

### Article V, Section 9, A Student Fees

The ESU will not assess any fee to students. Further, the ESU will not assess any fee to students in the absence of specific authority within a contract for services between the ESU and the School District.

In the event that a student served by the ESU requires certain goods or services to be provided by the ESU when no counterpart service is available within the School District, any fees to be charged for any such goods or services by the ESU shall be specifically identified by the School and the ESU.

Legal Reference:	§§ 79-2,125 to 79-2,135 (Public Elementary and Secondary Student Fee Authorization Act)
Date of Adoption:	May 20, 2019
Date(s) of Review:	June 20, 2022 May 15, 2023

## Section 10 - Transportation

### Article V, Section 10, A Safe Pupil Transportation Plan

This policy sets forth the ESU's plan for providing safe transportation to students being transported by the ESU in contracted vehicles.

1. Weapons. Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from safe location, ESU 7 special education office and notify them of the situation if possible.
- B. Pull vehicle over to safe and secure area.
- C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
- D. Give description of weapon and participating parties to ESU 7 special education office.
- E. ESU 7 special education office will immediately notify appropriate law enforcement agencies and ESU administration.

2. Pupil behavior. Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to ESU administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:

- A. First seek to resolve incidents through discussion with the student(s) involved.
- B. Radio or telephone, from a safe location, ESU 7 special education office and notify them of situation if possible.
- C. Activate emergency flashers.
- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
- E. Report and document discipline problems to the Administrator.

3. Terrorist threats. A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio or telephone, from a safe location, ESU 7 special education office and notify them of situation if possible.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. ESU 7 special education office will immediately notify appropriate law enforcement agencies and administration.
- D. Drivers should wait for instructions from the ESU 7 special education office if possible.

4. Severe weather. Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio or telephone, from a safe location, ESU 7 special education office and notify them of situation if possible.
  - B. Return to the ESU if less than five minutes away and follow the directions of the administrator.
  - C. If more than five minutes away from the ESU 7 site, and there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio or telephone, from a safe location, ESU 7 special education office and notify them of situation if possible.
  - B. Pull vehicle over to a safe and secure area.
  - C. Give description of hazardous materials in question to ESU 7 special education office.
  - D. ESU 7 special education office will immediately notify appropriate law enforcement and administration.
  - E. Drivers should wait for instructions from the ESU 7 special education office if possible.

6. Medical emergencies. Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio or telephone, from a safe location, ESU 7 special education office and notify them of the situation if possible. If not possible, the driver will make every attempt to telephone ESU 7 special education office from a cellular telephone or from the nearest safe haven location.
  - B. ESU 7 special education office will immediately notify appropriate medical agencies and administration.
  - C. Drivers should follow instructions from ESU 7 special education office, ESU officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
  - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child. Drivers should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle.

Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull the vehicle over to a safe and secure area if possible.
- B. Radio or telephone, from a safe location, ESU 7 special education office and notify them of the situation if possible.

- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in a secure area.
- D. Drivers should try to keep student passengers as calm as possible.
- E. ESU 7 special education office will arrange for assistance and a relief vehicle if needed.

8. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the administration a vehicle conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, medical emergencies, or procedures in the event the drop-off location is uncertain or appears unsafe to leave students. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

9. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported only with written permission of the ESU Administrator or designee. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

10. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at the ESU 7 special education office, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference:	§§ 79-318, 79-602, 79-607 and 79-608 NDE Rule 91
Date of Adoption:	May 20, 2019
Date of Revision(s):	June 20, 2022 May 15, 2023

**Article V, Section 10, B Safe Driving Standard for Drivers**

Each person who drives students in an ESU 7 pupil transportation vehicle for an ESU activity and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years;

Each person who drives an ESU vehicle for purposes other than pupil transportation shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person’s employment position required driving vehicles as a function of the person’s employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or

The record of satisfactory driving standards shall apply to all new employees from and after the adoption of this policy. Existing employees shall be subject to the same standards, provided that the Administrator or the Administrator’s designee may determine to permit an exception based on the existing employee’s record of satisfactory driving while employed with ESU 7 and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference:	NDE Rule 91
Date of Adoption:	May 20, 2019
Date of Revision(s):	June 20, 2022 May 15, 2023

April '23 Treasurer Report

<b>Beginning Balance APRIL 1, 2023</b>				<b>\$86,771.51</b>		
<b>RECEIPTS</b>						
Property taxes			\$224,650.32			
SPED			\$512,801.48			
General/Flow Through			\$62,254.45			
Grants			\$51,366.77			
<b>TOTAL RECEIPTS</b>			\$851,073.02	\$851,073.02		
				\$937,844.53		
Transfer to Money Market				\$30,000.00	+	
Total Funds Available				\$967,844.53		
<b>DISBURSEMENTS:</b>						
General Fund			\$289,001.42			
SPED			\$385,187.69			
Grants			\$182,654.25			
<b>Total DISBURSEMENTS Check #75902 thru #76085</b>			\$856,843.36	\$856,843.36	-	
<b>Ending balance, APRIL 30, 2023</b>				<b>\$111,001.17</b>		

Checking balance						\$111,001.17
Money Market Deposit Account at First National Bank						\$5,040,000.00
Money Market Deposit Account at First National Bank						\$100,000.00
Money Market Deposit Account at Bank of Clarks						\$100,000.00
Money Market Deposit Account at Columbus Bank & Trust						\$100,000.00
Certificate of Deposit - Great Western Bank						\$200,000.00
Certificate of Deposit - First National Bank-Columbus						\$100,000.00

**TOTAL CASH ON HAND (includes cash reserve) \$5,751,001.17**

**CASH RESERVE \$1,375,100.73**

**Funds that are due to ESU 7**

Grants						(\$660,841.42)
Production/Art Media Accounts Receivable			(\$12,190.98)			
Network Support Accounts Receivable			(\$12,975.14)			
Misc. Flow thru Accounts Receivable			(\$24,985.45)			
Outstanding Receivables						(\$50,151.57)
<b>Total due to ESU 7</b>						<b>(\$710,992.99)</b>

	2021-22	2022-23	2021-22	2022-23		
	Dollars Spent Per Month	Dollars Spent Per Month	Percentage spent each month	Percentage spent each month		
September	\$230,646.07	\$266,632.91	8.65%	9.70%	Total Budget	\$15,477,199.60
October	\$172,872.86	\$186,072.92	6.49%	6.77%	30% of budget	\$4,643,159.88
November	\$194,455.74	\$143,630.26	7.30%	5.22%	Earmarked set aside	\$6,241,201.00
December	\$197,903.14	\$192,654.08	7.43%	7.01%	Total budget spent to date	\$7,118,783.93
January	\$191,895.21	\$197,852.07	7.20%	7.19%		
February	\$202,922.77	\$221,903.94	7.61%	8.07%	NOTES	
March	\$180,624.84	\$187,887.87	6.78%	6.83%		
April	\$193,733.45	\$208,157.75	7.27%	7.57%		
May	\$182,440.41	\$0.00	6.85%	0.00%		
June	\$239,775.60	\$0.00	9.00%	0.00%		
July	\$195,837.96	\$0.00	7.35%	0.00%		
August	\$219,972.94	\$0.00	8.25%	0.00%		
<b>Approved Total General Budget for Levy \$</b>			\$2,664,964.08	\$2,750,201.46		
<b>Total Spent to date</b>			\$2,403,080.99	\$1,604,791.80		
Dollars approved from cash reserve				\$0.00		



**ESU 7**

# **Cen7ter**

**Student/Parent Handbook**

**2023-2024**



**ESU 7 Student Services**

2563 44th Ave.  
Columbus, NE 68601  
402-564-0815

**ESU 7 Main Office**

2657 44th Ave.  
Columbus, NE 68601  
402-564-5753

## **WELCOME**

The Board of Directors, administrators, and staff at Educational Service Unit 7 are pleased you have chosen our services. In our program, each student will be provided with educational opportunities to meet individual education program goals. In our program each student will be provided educational opportunities in life skills curricular areas which include: vocational skills, recreation and leisure, community, domestic, and social skills. Instruction will be individualized and based on student needs. Students will be allowed to progress at a rate conducive to their programming with the outcome at or near independence.

The purpose of this handbook is to provide you with some general information about our services and answer questions you have regarding our procedures. If you have additional questions, please do not hesitate to call the ESU 7 Student Services Principal or Director of Special Education.

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 **at which time the parents/guardians will be asked to sign the revised document.** The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based up all applicable ESU 7 policies, and state and federal statutes and regulations.

## **VISION**

ESU 7 Cen7ter will support each student, regardless of disability, in learning skills necessary to make a valuable contribution to society.

## **MISSION**

ESU 7 Cen7ter will build on student strengths to prepare each for independence in school, community, employment, leisure, and social environments.

## **VALUES**

These are the ideals we intentionally and relentlessly model, teach, and reinforce

- Be Compassionate
- Be Engaging
- Be Inspiring
- Be Positive



# **TABLE OF CONTENTS**

CONTACT INFORMATION	4
LOCATION	4
DROP OFF / PICK UP	4
PLACEMENT	5
SCHOOL HOURS	5
LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS	5
DRESS CODE	5
ATTENDANCE AND ABSENCES	6
STUDENT PROGRESS REPORTS	6
IEP CONFERENCES	6
TRANSPORTATION	6
LUNCH	7
INDOOR / OUTDOOR ACTIVITIES	7
DISCIPLINE	7
SCHOOL CLOSING / CANCELLATION	7
FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS	8
COMMUNICATION	8
STUDENT AND STAFF RELATIONSHIPS	8
STUDENT ATTITUDE	9
VISITING SCHOOL	9
ELECTRONIC DEVICES	9
PUPIL SUPPLIES	10
ANTI-BULLYING	10
WELLNESS	10
HEALTH SERVICES	11
RESPONSE TO LIFE-THREATENING ANAPHYLAXIS	15
SAFETY	16
INTERNET SAFETY	16
LEAVING THE CAMPUS	16
WEAPONS	17
USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES	17
POSSESSION OF TOBACCO	17
SEARCH AND SEIZURE	18
RESTRAINT AND SECLUSION	18
JOB SITE EXPERIENCE	19
NONDISCRIMINATION	19
VIDEO SURVEILLANCE	19

REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY	20
SCHOOL CALENDAR 2023-2024	21
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT	22
STUDENT CONTACT INFORMATION	23
STUDENT MEDICAL INFORMATION	24
STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	26
PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	27
MEDIA PERMISSION FORM	28
EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE	29
PARTICIPATION IN ACTIVITIES	30
MEDICATION DELIVERY INFORMATION FOR PARENTS	31
PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS	32

## CONTACT INFORMATION

Student Services Main Number 402-564-0815, ext. 1017

### ESU 7 Administrator

Larianne Polk  
402-564-5753 ext. 1001  
lpolk@esu7.org

### ESU 7 Student Services Principal

Cara Neesen  
402-564-0815 ext. 1008  
cneesen@esu7.org

### Teacher

Meridith Riha  
402-564-0815  
mriha@esu7.org

### ESU 7 Special Education Director

Tami Clay  
402-564-0815 ext. 1018  
tclay@esu7.org

### Teacher

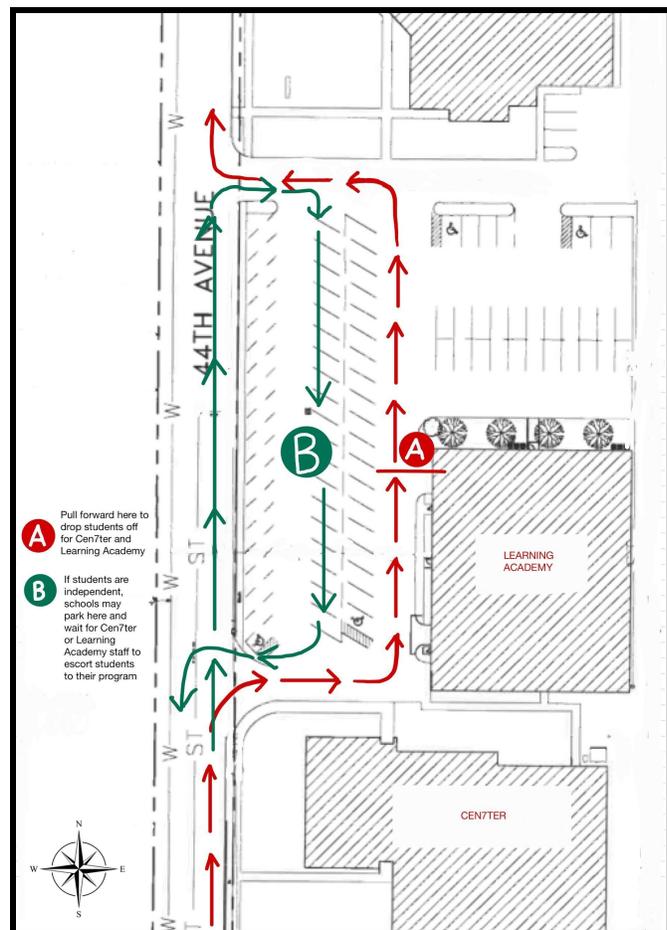
Rachel Burgess  
402-564-0815 ext. 1053  
rburgess@esu7.org

## LOCATION

The Cen7ter is located in the south building on the ESU 7 campus in Columbus, NE.

## DROP OFF / PICK UP

Resident school districts are responsible for drop off and pick up of students. School vehicles dropping off students with physical impairments will enter the ESU 7 parking lot via the south entrance on 44th Avenue and will pull to the area indicated with a stripe at the north end of the Cen7ter (see area on map marked A). School vehicles dropping off students who are able to ambulate independently, may enter the ESU 7 parking lot via the north entrance on 44th Avenue and pull into any of the parking stalls to wait for a Cen7ter staff member to escort him/her to the building (see area on map marked B). The diagram below illustrates the procedure.



## **PLACEMENT**

Placement is an Individualized Education Plan team (IEP) decision. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to Nebraska Department of Education Rule 51. The resident school district IEP team will make the recommendation for placement at Cen7ter after the application process is complete and with Cen7ter personnel collaboration. Students are contracted into the program by resident school districts and payment is made on a pre-approved daily rate.

## **SCHOOL HOURS**

School is in session from 9:30 AM – 2:30 PM. Since the staff must have adequate time for meeting and planning the daily activities, it is important that students do not arrive before 9:30 AM. Students can be picked up as early as 2:20 PM.

## **LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS**

Notify the Cen7ter if you will be dropping her/him off late or picking up early. Notify the resident school district so that transportation will be notified.

## **DRESS CODE**

Values

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students' clothing/self expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Dress Code

1. It is important your child dresses properly for school (Ex. hats, mittens, and boots are appropriate for the cold and wet weather). Shorts are allowed in school only when the temperature is projected to be higher than 60°F. For the comfort of your child, only walking length shorts will be allowed. Shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights/leggings under dresses due to floor-type activities. Improper logos on shirts will not be allowed in the Cen7ter (Ex. tobacco, alcohol, drugs, gang affiliation, profanity, etc.). Footwear must be safe and appropriate for the activities of the day. **Hats are not permitted to be worn in the class by students without permission. Any admittance will need to go through the Student Services Principal.**
2. Student dress and personal grooming must not be disruptive to the educational setting. If the student does not meet dress code, he/she will change into Cen7ter clothes.

3. Masks - In the case of health risk due to a pandemic or other health-related concerns all students will be required to, at a minimum, follow the mask guidelines defined in the ESU 7 Return to Services/School Plan unless one of the following persists:
  - The student has a disability and reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
  - The student's IEP team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
  - Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the Student Services Principal and ESU 7 administration.
  - OR Their parent/guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Student Services Principal at the time at issue. This option is only available to students whose contracting district has such a process.

### **ATTENDANCE AND ABSENCES**

Regular and punctual student attendance is required. The Cen7ter is required to maintain an accurate record of student attendance. If a student must be absent, it is the parent/guardian's responsibility to notify the resident school district secretary. Your resident school district will contact the Cen7ter. You may also contact the Cen7ter. **Students are expected to follow the ESU 7 Calendar.** Exceptions to this policy will be considered through the Student Services Principal.

Parents/guardians are also required to notify the resident school district AND the Cen7ter if they plan to pick their child up during the day in order to cancel afternoon transportation.

### **STUDENT PROGRESS REPORTS**

Student progress reports will be sent to the resident school district by the Cen7ter teacher on a quarterly basis. If you have any questions regarding the report, please call and schedule a conference time with your child's Cen7ter teacher.

### **IEP CONFERENCES**

An IEP conference to review your child's progress will be scheduled by the resident school district annually. Each person participating in the conference will be notified in writing as to the date, time, and place of the conference. If you wish to discuss your child's progress or have concerns at any other time during the school year, we encourage you to contact your child's Cen7ter teacher and arrange a time to meet.

### **TRANSPORTATION**

[Article V, Section 10, A Safe Pupil Transportation Plan](#) (Reviewed May 2023)

To-From Cen7ter: Arranged on an individual basis through the resident school district. Contact your resident school district with any questions

Day Trips: Provided by properly trained ESU 7 personnel in ESU 7 pupil transportation vehicles. Contact the Student Services Principal with any questions.



State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan described in Article V, Section 10, A [Safe Pupil Transportation Plan Policy](#) will be followed during the immediate incident and additional plans may be developed that ties into the behavior program for your child.

## **LUNCH**

Lunch at the Cen7ter is a part of the curriculum. It will be planned and prepared by the students and staff. Supervision is provided at all times during lunchtime. If your child has a specific diet, or if you wish for him/her not to eat the meals prepared, the parent/guardian is responsible for sending a cold sack lunch for your child.

## **INDOOR / OUTDOOR ACTIVITIES**

Indoor/outdoor activities give students the opportunity to relax, breathe in fresh air, and/or work off excess energy. Therefore, all students are expected to participate in these scheduled Cen7ter activities unless a medical condition as identified by a doctor prevents participation. As cold weather approaches, please dress your child accordingly. If the students are not able to have outdoor activities on excessively cold days **when the 'feel like' temperature is at or below 25 degrees** or during inclement weather, exercise will be structured in the Activity Room.

## **DISCIPLINE**

It is necessary to have appropriate behavior in the Cen7ter if an effective learning environment is to be developed. It is important to develop the desire on the part of our students to maintain self-discipline. When necessary, behavior plans will be developed to meet the needs of individual students and to encourage appropriate behavior in a variety of settings. If disruptive behavior continues after interventions are put into place an IEP meeting will be necessary to discuss possible alternative placement.

If the behavior of a student results in the need for restitution, a specific plan will be developed with the student, family, and resident school district. Examples of restitution may be

- Service work
- Monetary reimbursement

## **SCHOOL CLOSING / CANCELLATION**

Parents/guardians will annually receive an ESU 7 Cen7ter calendar. Please note this calendar may differ from the resident district calendar.

- **Follow the ESU 7 Calendar.**
- If the main offices of ESU 7 are closed due to inclement weather, the Cen7ter will also be closed.
- If your resident district is closed due to inclement weather, your child will not attend the Cen7ter.
- If the main offices of ESU 7 are opening late, the Cen7ter schedule will adjust to the opening of the main offices.



- If the resident district has a late start, AND travel to the Cen7ter is safe after school resumes, your child may attend the Cen7ter.
- If travel is unsafe, the decision for transporting your child to the Cen7ter will be made by the resident school districts in collaboration with ESU 7 Student Services Principal.

Please access the following locations for closing, cancellations, and late starts: WOWT, KLIR 101 (AlphaMedia), KETV, mycentralnebraska.com, Twitter, Facebook.

## **FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS**

Fire Drills and Tornado Drills are conducted throughout the school year in accordance with state guidelines. Other drills throughout the year will be evacuation, school secure, and school lockout. Immediate attention must be observed throughout the entire drill. Students do not talk or run during the drill. Cen7ter teachers will instruct and practice these procedures with students the first day of class, as well as throughout the year as needed. Special accommodations will be made for those students whose medical condition would be exacerbated by participating in drills.

## **COMMUNICATION**

Two-way communication between the Cen7ter, resident school district, and home is important. The educational process is the sharing of information between the teachers, the learner, and parents/guardians. Informal communication and personal calls between parents/guardians, Cen7ter staff, and students are discouraged.

If you need to call the Cen7ter to visit with your child's teacher, please do so between 7:30-9:30 AM or 2:30-4:30 PM. Cen7ter staff will only be called to the phone for emergencies during the day. The Student Services Principal may be reached throughout the day at 402-564-0815. If there are any changes in your child's environment, physical, or medical condition, please communicate via written note/email.

If you need to contact your child during the school day, please call the Student Services phone number and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone.

## **STUDENT AND STAFF RELATIONSHIPS**

All students and Cen7ter staff are expected to recognize and support the following affirmation:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, sexual orientation, or economic status. Please see [Article V, Section 1, A Policy of Non-Discrimination](#) for extensive listing of protected groups.
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious, or sexual epithets.
3. Both Cen7ter staff and students are expected to exhibit good judgment, respect, and sensitivity for others.

## **STUDENT ATTITUDE**

Problems may arise between students in the Cen7ter. A staff member will work with students(s) on the problem and help resolve it in a positive manner. The staff endeavors to help student's problem-solve. Each student is responsible for his/her own conduct according to their abilities and with IEP accommodations and staff support.

Some suggestions to aid in this are included in the following list:

1. Stay in the assigned area.
2. Follow verbal/picture directions.
3. Participate in class (group) discussions.
4. Ask for help.
5. Make corrections quietly without argument or complaint.
6. Respect others. This includes no verbal or physical abuse and stealing
7. Use appropriate language.
8. Respect the property of the school and others.
9. Respect yourself.

Potential behaviors that may result in loss of privileges or IEP/Behavior Intervention Plan (BIP) review, and referral to Student Services Principal:

1. Fighting
2. Striking a staff member or peer
3. The use, sale, or possession of drugs, alcohol or drug paraphernalia, or any illegal substance
4. Theft
5. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
6. Any behavior that endangers the student, his/her peers or staff member
7. Continual use of profane or sexually suggestive language in the school setting
8. Harassment of a student or staff member
9. Sustained lack of progress in the program

## **VISITING SCHOOL**

Parent(s)/guardian(s) are always welcome as Cen7ter visitors. If you would like to visit, please contact the Student Services Principal to schedule a time. When visiting the Cen7ter, please help us to protect the privacy of all students and families. Do not disclose names, situations, or photographs of any other student to anyone outside the Cen7ter or on social media without written parent/**guardian** consent from each child involved. While we appreciate your interest in all of our students, please understand that we will be unable to answer any questions regarding other students. The Cen7ter administration reserves the right to deny visitation at any time to any party. Again, we ask that all visitors schedule times in advance of the proposed visit time and provide the purpose of the visit to the Cen7ter administration. All visitors must follow the health guidelines put in place by ESU 7 while visiting our program.

## **ELECTRONIC DEVICES**

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to cell phones, tablets, laser pointers, and handheld games. These items pose a risk for theft and interference

of the educational process. Personal devices (Ex. cell phones) will be placed in the students' cubby area each day. Access to those personal devices will be given with permission from their Cen7ter teacher. When any item becomes a distraction to themselves or other students, the classroom teacher will remove the device and lock it in the office until the end of the school day. The device will be returned to the student at the end of the school day. If it becomes a regular disruption, the Student Services Principal will notify the parent/guardian and resident school district to address the problem in the BIP.

## **PUPIL SUPPLIES**

The Cen7ter will provide educational materials. Parents/guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/guardians may need to supply batteries for your child's personal communication devices such as a Dynovox and hearing aid batteries.

## **ANTI-BULLYING**

[ESU 7 Policy, Article V, Section 6, C](#) (Reviewed May 2023)

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

ESU 7 shall review [Article V, Section 6, C Anti-Bullying Policy](#) annually.

## **WELLNESS**

[ESU 7 Policy, Article V, Section 7, F](#) (Reviewed May 2023)

It is the policy of ESU 7 provide curriculum, instruction, and experiences in a health promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school-setting other than within a school district served by ESU 7.

### **1. Goals to Promote Student Wellness**

Cen7ter has established the following student wellness goals that are designed to promote student wellness in a manner that Cen7ter determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.

- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Administrator or designee shall establish such further goals as are determined appropriate to meet the stated mission.

## 2. Nutrition Guidelines

Nutrition guidelines have been selected by Cen7ter for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows:

- any lunch program offered by Cen7ter will meet or exceed the requirements of federal and state law and regulatory authorities and
- no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Cen7ter premises during the period of one-half hour prior to serving lunch and lasting until one-half hour after the serving of lunch.

The ESU 7 Administrator or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

## 3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Administrator or the Administrator's designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Administrator or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Cen7ter, it is understood that all students have an IEP, which will provide the basis for the Wellness Policy guidelines.

## 4. Development of Policy

Cen7ter assures that development of the Wellness Policy involved the ESU Board, administrators, and staff.

ESU 7 shall review [Article V, Section 7, F Wellness Policy](#) annually.

## HEALTH SERVICES

[Article V, Section 7, B Emergency Medical Aid](#) (Reviewed May 2023)

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed May 2023)

Many of the students in the Cen7ter are medically fragile (susceptible to illnesses that are minor for the majority of the population, but could become life threatening for some of our students). It is extremely important to keep ill children home for the duration of the illness. (Reference - Contagious and Infectious Disease/Condition Minimum Isolation Standards set by the Nebraska Department of Health and Human Services.)

Guidelines to keep children at home or to send them home:

- fever of 100 or more (axillary temperature of 99=100, rectal temperature of 101=100), must stay below 100 for 24 hours before returning to school without the use of medications
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion



- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining
- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school)infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating
- infestations such as scabies or head lice (not including nits only) excluded from school until treated

Students who are ill will be sent home at the discretion of the Student Services Principal. When a student needs to be sent home, Cen7ter will contact the resident district for transport or the student’s parent/guardian.

Minor injuries will be treated by Cen7ter staff who have been trained in First Aid and CPR. In the event that further medical attention is deemed necessary, parents/guardians will be notified immediately. In the event a child needs immediate medical care, they will be transported to the nearest medical facility.

To help ensure the health and safety of our students, Educational Service Unit 7 personnel shall only administer medications to students when following directions specified in a medication policy. Cen7ter staff will follow Article V, Section 7, B Dispensing Medication policy when administering medications.

ESU 7 shall review [Article V, Section 7, E Emergency Medical Aid](#) policy annually.  
 ESU 7 shall review [Article V, Section 7, B Dispensing Medication](#) policy annually.

Educational Service Unit 7 Process for Administering Medications  
[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed May 2023)

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
  - a. Physician’s Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
  - b. Caretaker’s Authorization. A caretaker’s signed and dated authorization or permission to administer the medication during school. (Note - All references to “caretaker” in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a “friend” as a caretaker, but the school will not ordinarily recognize such an individual as a “caretaker” for the purposes of medication administration).



- c. Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval, and route to be administered. If needed, the physician may be contacted for clarification.
2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU 7 staff shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent/guardian or resident school district personnel when accompanied by a signed/dated permission to do so by the parent/guardian. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent/guardian a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include witness and documentation.
7. Administration of Medication by ESU Personnel.
  - a. Administration of Medication. Administration of medication includes, but is not limited to the following list:
    - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - ii. Recording medication provision; and
    - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
  - b. Authorized ESU Personnel. Administration of medication shall only be done by the following personnel:
    - i. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the school for purposes of the medication administration

laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.

c. Routes of Medication Administered by ESU Personnel

i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

1. Oral, which includes any medication given by mouth including sublingual (placed under the tongue), and buccal (placing between the cheek and gum) routes, and oral sprays
2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.

ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:

1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
2. Directions for additional routes must be for recipient specific procedures and must be in writing.
3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
5. ESU personnel administering the medication shall comply with the written directions.

- iii. Injections. A medication competent staff member will be trained to administer medications by injection administration. Students may be authorized to self-administer medication as hereafter provided.
- d. Refusal to Administer Medication. The ESU may refuse to give a medication if after a reasonable and prudent research by an ESU or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, dosage, or the medication) with the parent/guardian and the physician.

ESU 7 shall review [Article V, Section 7, B Dispensing Medications policy](#) annually.

### **RESPONSE TO LIFE-THREATENING ANAPHYLAXIS**

(Title 92, Chapter 59, Section 006)

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens, or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

Emergency Protocol:

1. Summon designated trained, nonmedical staff to implement emergency protocol
2. Instruct someone to call 911
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds (In Nurses labeled cupboard in the office)
5. Follow with nebulized albuterol (premixed) while awaiting EMS. (Located in medical cupboard in the office)
6. Determine cause as quickly as possible
7. Monitor vital signs (pulse, respiration, etc.)
8. Administer CPR, if indicated until EMS arrives
9. Contact parents/**guardians** immediately and physician as soon as possible
10. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility
11. Notify ESU 7's Student Services Principal, Special Education Director, and student's district administration

The emergency EpiPens and nebulized albuterol can be accessed in the nurse's labeled cupboard in the office of each building.



As a parent/**guardian**, you have the right to refuse this emergency action. If you do not want our staff to follow this protocol or take this action during an emergency situation, you must provide a written statement of refusal for this emergency action.

## **SAFETY**

Safety in the Cen7ter is a priority. In the event one of the following occurs, staff will respond as indicated

- Student leaves campus without permission - staff will notify police to assist.
- Physical aggression by a student - staff will use a separate room and/or physical restraint.
- Threats to harm self or others - staff will assess the seriousness of threat and take appropriate steps to help ensure safety.
- Cen7ter emergency (intruder, fire, etc.) - staff will follow the emergency plan.

In all cases listed above, parents/guardians and the resident school district will be notified as soon as possible.

It is the goal of the Cen7ter staff and students to maintain safety at the Cen7ter. They may contact the local police department in safety related situations requiring their assistance. Parents/**guardians** and the resident school district of the student involved will be notified when police involvement is necessary.

## **INTERNET SAFETY**

[Article III, Section 7, G Internet Safety Policy](#) (Reviewed May 2023)

It is the policy of the ESU to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the ESU’s computer network, the ESU shall, (a) protect against 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) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

ESU 7 shall review [Article III, Section 7, G Internet Safety Policy](#) annually.

## **LEAVING THE CAMPUS**

If a student chooses to leave the ESU 7 campus without permission, ESU 7 personnel will use the following steps:

1. 911 **may** be called and the Student Services Principal notified. The school will provide them with a description of the student, time of departure and general direction the student is traveling



2. Staff will try to intervene and encourage them to return to Cen7ter
3. Staff will follow them to keep the student visible
4. Parent/guardian will be notified
5. Resident school district will be notified
6. If a report is filed by policy, a copy will be provided to the parents/guardians

## **WEAPONS**

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any ESU 7 building, on the ESU 7 campus, in any vehicle owned, leased or contracted by the ESU 7, being used for Cen7ter purpose, or in a vehicle being driven for a Cen7ter purpose by a Cen7ter employee or his or her designee, or at any Cen7ter sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, airgun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife with a blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

The possession or use of any such weapon will require the proceedings for the immediate removal from the Cen7ter by the ESU 7 Administrator, Special Education Director, or Student Services Principal. Law enforcement officials, parents/guardians, and the resident school district will be called by the Administrator, Special Education Director, or Student Services Principal.

If a weapon is found, or Cen7ter suspects concealment of a weapon, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact resident school district

## **USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES**

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at ESU 7 campus. Any student present on the campus or in any of the buildings who appears to have manufactured, distributed, dispensed, possessed, or used alcohol/drug/other controlled substances (or facsimile) by a Cen7ter staff member will be considered in violation of ESU 7 policy and may be sanctioned according to Nebraska State Statutes. Parents/guardians and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/drug/other controlled substances use or an object or substance is found, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardians
3. Contact resident school district

## **POSSESSION OF TOBACCO**

ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco



in any form. Students who possess or choose to use any of these products or a product defined as an alternative nicotine product on the ESU 7 campus or while transported will be reported to their resident school district and/or local law enforcement if deemed an appropriate action. ESU 7 follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. **This guidance expands to any ESU 7 off campus activity.**

## **SEARCH AND SEIZURE**

[Article V, Section 6, B, Search and Seizure](#) (Reviewed May 2023)

Student and student's possessions including, but not limited to, purses and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of the law or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such search, will be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/**guardians**
3. Contact resident school district

ESU 7 shall review [Article V, Section 6, B Search and Seizure Policy](#) annually.

## **RESTRAINT AND SECLUSION**

[Article V, Section 5, C, Use of Restraints and Seclusion](#) (Reviewed May 2023)

The use of physical restraint and/or seclusion of students by Cen7ter personnel should be used only as a last resort to maintain safety in emergency situations when there is substantial risk of imminent bodily injury to the student and/or others. Any staff member may physically restrain and/or seclude a student without advance notice to the Student Services Principal when it is necessary for the protection of others or for self-defense. The Educational Service Unit 7 Board of Education and the administration of Cen7ter places emphasis on prevention and behavioral de-escalation which reduces the risk of injury and promotes the care, welfare, safety, and security for all members of the school community. The purpose of physical restraint and/or seclusion is to temporarily control the behavior of a student as a last resort in an emergency situation, to prevent immediate danger or serious bodily injury to the student or others in the environment.

### Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this guidance.

- B. **Seclusion.** Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Cen7ter records. The student's resident school district shall also maintain a copy of each such record.

ESU 7 shall review [Article V, Section 5, C, Use of Restraints and Seclusion Policy](#) annually.

## **MANDATORY REPORTERS**

[Article V, Section 5, A, Child Abuse and Neglect](#) (Reviewed May 2023)

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to the appropriate law enforcement agency and/or Child Protective Services. This report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

ESU 7 shall review [Article V, Section 5, A, Child Abuse and Neglect Policy](#) annually.

## **JOB SITE EXPERIENCE**

Students may have the opportunity to gain job skills at various businesses in Columbus, Nebraska. Students will be accompanied by a Cen7ter staff member and will not be compensated for their work.

## **NONDISCRIMINATION**

ESU 7 and Cen7ter hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. ESU 7 and Learning Academy does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its programs and activities, and provides equal access to designated youth groups. Complaints or concerns involving discrimination for students, employees, and others should be addressed to **Marci Ostmeyer, Professional Development Director/Title IX Coordinator, 2657 44th Avenue, Columbus, NE 68601 (402) 564-5753 ([mostmeyer@esu7.org](mailto:mostmeyer@esu7.org)).** [Title IX Policy of Non-Discrimination.](#)

## **VIDEO SURVEILLANCE**

ESU 7 uses video cameras to help provide for the safety and well-being of all students, faculty, staff, and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and safety in classrooms, hallways, lunch area, activity center, parking lot, and other common areas in and around ESU 7 where privacy is not expected.

## **REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY**

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

### **Not allowed on video conferencing**

- Taking pictures of the group video call, and/or
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call by anyone not on staff with ESU 7

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

# SCHOOL CALENDAR 2023-2024



ESU 7 Unit Calendar  
August 2023 - July 2024

LA/C7 Student Start  
 LA/C7 Student Last Day of School  
 No School  
 Staff Reports - No Students

August 2023							23	/16	1
S	M	T	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

September 2023							20	2
S	M	T	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

October 2023							22	3
S	M	T	W	Th	F	Sa		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

November 2023							20	4
S	M	T	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

December 2023							15	5
S	M	T	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

January 2024							21	6
S	M	T	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

February 2024							21	7
S	M	T	W	Th	F	Sa		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29				

March 2024							20	8
S	M	T	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

April 2024							21	9
S	M	T	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

May 2024							22	/13	10
S	M	T	W	Th	F	Sa			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26		28	29	30	31				

June 2024							20	11
S	M	T	W	Th	F	Sa		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

July 2024							21	12
S	M	T	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

Memorial Day: September 4th    Thanksgiving Break: November 23 & 24th    Holiday Break: Dec. 19th - Jan. 3rd

Spring Break: March 13th-15th





**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT  
2023-2024**

After reading this document, I understand and agree with the contents of the Educational Service Unit 7 Cen7ter Student/Parent Handbook.

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software which allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

**Not allowed on video conferencing**

- Taking pictures of the group video call, and/or
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

As a parent/guardian, I understand that all those present in a group video call have the right to privacy of their identities as students of the programs in which they attend. Therefore, their identities will stay confidential within the group.

I understand that I need to keep identities of other students private and confidential, meaning I will not share the names of individuals with anyone outside of the group. I understand that it is my responsibility to make sure that my child also does not violate the confidentiality of other students within the group.

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Services Principal Signature \_\_\_\_\_ Date \_\_\_\_\_





STUDENT CONTACT INFORMATION
2023-2024

Student Name \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Relation to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

When does the student live at this address? Please check

\_\_\_\_\_ All of the time \_\_\_\_\_ Some of the time due to visitations: Explain \_\_\_\_\_

\*\*\*\*\*

Additional Parent/Guardian \_\_\_\_\_ Relation to student \_\_\_\_\_

If same as above, check here \_\_\_\_\_ (then skip to phone #)

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

When does the student live at this address? Please check

\_\_\_\_\_ All of the time \_\_\_\_\_ Some of the time due to visitations, Explain \_\_\_\_\_

\*\*\*\*\*

Emergency Contact #1 \_\_\_\_\_ Relationship to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

Emergency Contact #2 \_\_\_\_\_ Relationship to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_





STUDENT MEDICAL INFORMATION  
2023-2024

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

Please list all medications that this student takes

<u>Prescription Medication Name/Reason</u>	<u>Dosage</u>	<u>Time</u>	<u>*Given at School? (Circle)</u>
			Yes No

\* Each medication given at Cen7ter MUST be accompanied by a doctor’s prescription and in the original packaging with attached label from the pharmacy.

Diagnosis
Please check any conditions that pertain to your child Diabetes _____ Allergies _____ Asthma _____ Seizures _____ Other (Specify Below)
Other health concerns/special needs
List any allergies (including allergies to any animals)
Special dietary needs
Hearing problems
Vision problems
Speech problems



Child's Name	
Recent hospitalization	
Any other health concerns we should know about	
Physician Name	Phone
Counselor/Psychiatrist	Phone

Parent/Guardian please Initial each for Consent:

\_\_\_\_\_ I give permission for trained Cen7ter staff to provide prescription medications(s) as listed above.

\_\_\_\_\_ I agree to notify Cen7ter immediately with any changes in medication orders and provide a current physician order.

\_\_\_\_\_ I give permission for trained staff to provide Tylenol or Ibuprofen (according to manufacturer dosage instructions, and provided by the parent/guardian in the original packaging) to this student for discomfort, and verify that the student has taken these medications previously without problem.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authorization expires one year following the date signed.**



**STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS  
2023-2024**

In order to make sure that all members of the Cen7ter understand and agree to these rules of conduct, ESU 7 asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the ESU 7, and I understand, and will abide by those guidelines and conditions for the use of the facilities of Cen7ter and access to the Internet. I further understand that any violation of the Cen7ter guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. Cen7ter disciplinary action and/or appropriate legal action will be taken.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian has read and understands this document. Parent/Guardian Initials \_\_\_\_\_

This form will be retained on file by authorized faculty designee  
for the duration of applicable computer/network/Internet use.





**PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS  
2023-2024**

In order to make sure that all members of the Cen7ter community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by ESU 7. As parent/guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold ESU 7 responsible for materials acquired or sent via the network.

I agree not to hold ESU 7, any of its employees, or any institution providing network access to ESU 7 responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent/**Guardian** Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained on file by authorized faculty designee  
for the duration of applicable computer/network/Internet use.





**MEDIA PERMISSION FORM  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

- have his/her name and/or **image** appear in any  
**Yes**\_\_\_\_ **No**\_\_\_\_ Local newspaper, local magazine, or T.V. (news) story highlighting projects, and events at Cen7ter  
**Yes**\_\_\_\_ **No**\_\_\_\_ ESU 7 owned Twitter, Facebook, Instagram or other online media to highlight projects, and events at Cen7ter.
- be video-recorded, photographed or digitally recorded for education purposes\*  
**Yes**\_\_\_\_ **No**\_\_\_\_

\*Educational Purposes consist of use only at our site or the student’s job sites and for student benefit (i.e. pictures of themselves on their locker spaces, photos of themselves in group pictures for students portfolios, videos of them performing a task for training, videos of a teacher instructing a lesson for the teacher and Student Services Principal to reflect on instructional skills, video surveillance for safety purposes within our program,etc.)

Parent/Guardian Signature\_\_\_\_\_ Date \_\_\_\_\_





**EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ for the Cen7ter staff to consent for my child to receive treatment by emergency personnel, in the case of an emergency when I (the parent/guardian) can not be reached.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ have personally identifiable information regarding the student's unique needs (disability, medication, etc.) shared with police or other emergency personnel in the event the child is taken into their care.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ have ESU 7 staff follow the emergency protocol for response to life-threatening or systemic allergic reactions (anaphylaxis) that is described in this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**PARTICIPATION IN ACTIVITIES  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ Go on short trips to the library, park, bowling alley, grocery store or various other local sites and participate in those activities that may be performed at those locations (ie. bowl, play on equipment, etc.) during the school day. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ Go to a work site at an on or off campus setting and participate in the assigned tasks at those sites. Transportation will be either walking, ESU 7 owned vehicles or by local transport companies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**MEDICATION DELIVERY INFORMATION FOR PARENTS  
2023-2024**

(Please fill out only if your child will be taking any medications at ESU 7)

Health care provider and parent/guardian permission is needed for all prescription medications that are used at school and school-sponsored activities.

- Parents/guardians are responsible for having medications delivered directly to the school in the original or pharmacy labeled container that will include the students name, healthcare provider's name, pharmacy name and phone number, name of medication, directions concerning dosage, special instructions if required, and date of prescription.
- If you are unable to deliver your child's medications when in need of a refill, you may authorize the bus driver/transportation staff to deliver medications to ESU 7.
- He or she will be responsible for safely transporting the medication/medications to ESU 7 and someone from our staff will collect what is sent and have the driver sign and date a medication delivery log. All medication/medications are counted in and locked in a secure storage unit. When your child needs a refill, someone will notify you via phone or text; please list your preference below.
- If there is a medication change you will need to obtain a physician order before we can administer the new medication. Your healthcare provider can make a copy and you can bring it to ESU 7 or they can fax it to 402-563-1121 Attention: Student Services Principal. The order must contain the name of the child, diagnosis or reason they are taking the medication, date of order, name of medication, dose, and duration of order. The duration cannot exceed the current school year. It must be signed and dated by the healthcare provider and include their phone number.
- If you plan on delivering your child's medication/medications, please notify ESU 7 staff so they can anticipate your arrival and have the appropriate paperwork ready.
- ESU 7 staff will be available for medication drop off through school hours Monday-Friday from 7:30 AM to 4:30 PM.

**Please indicate your preference for medication delivery** (Mark any that may apply)

Yes \_\_\_\_\_ No \_\_\_\_\_ I will be delivering my child's medication/medications.

Yes \_\_\_\_\_ No \_\_\_\_\_ The bus driver/transportation staff will be delivering my child's medication/medications.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF  
OVER-THE-COUNTER MEDICATIONS  
2023-2024**

The undersigned is the parent/guardian responsible for the following student:

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

If it is necessary that the student receives over-the-counter medications while attending the Cen7ter during the school day, the following procedure will be implemented:

1. The medication staff will administer non-medicinal interventions prior to the administration of medication. These are non-medicinal interventions that may include deep breathing to relax, hydration, snack, toileting, etc.
2. If it is determined that the student is in need of medication the parent/guardian will be notified prior to administration.
3. The medication approval or denial will be documented in the medication administration record.
4. If approved, the designated medication staff will administer the medication as directed and send home a communication form detailing the reason the medication was given, time administered, etc.

**Please remember that any medication that is listed on this form must be sent to school with the student in the original packaging.** (We can NOT provide over the counter medication, it must be sent to us for your child's use).

Please make sure that the medication is not expired and will not expire within the school year. The medication(s) will be labeled, counted in, and documented on the medication administration record. They will be locked in a secure cabinet within the Cen7ter.

I hereby authorize the Cen7ter staff to administer the following over-the-counter medication/medications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

This form is valid for 1 year from the date of signature. If you have any questions please feel free to contact us.  
402-564-0815 Ex. 1008





# Student/Parent Handbook

2023-2024



## ESU 7 Student Services

2563 44th Ave.  
Columbus, NE 68601  
402-564-0815

## ESU 7 Main Office

2657 44th Ave.  
Columbus, NE 68601  
402-564-5753

## **WELCOME**

The Board of Directors, administrators, and staff at Educational Service Unit 7 are pleased you have chosen our services. In our program, each student will be provided with educational opportunities to meet academic and behavioral needs. Students will either receive support in completing their resident school district curriculum in core subjects or a specially-designed program agreed upon by the Individualized Education Plan (IEP) team. All students will be presented with instruction on social-emotional skills. Opportunities to access art, music, and physical education will also be available.

The purpose of this handbook is to provide you with some general information about our services and answer any questions you have regarding our procedures. If you have additional questions, please do not hesitate to call your child's teacher or the ESU 7 Director of Special Education.

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 **at which time the parents/guardians will be asked to sign the revised document.** The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based up all applicable ESU 7 policies, and state and federal statutes and regulations.

## **VISION**

ESU 7 Learning Academy will support students in unlocking their potential by working in cooperation with stakeholders and meeting students where they are academically, behaviorally, and socially to build on their strengths.

## **MISSION**

ESU 7 Learning Academy will strive to support students in developing the behavioral and academic skills needed to successfully transition to their resident school districts and communities as engaged and capable students.

## **VALUES**

These are the ideals we intentionally and relentlessly model, teach, and reinforce

- Grace
- Resilience/Perseverance/Grit
- Generosity
- Engagement
- Compassion
- Responsibility
- Gratitude
- Integrity
- Vulnerability



# **Table of Contents**

CONTACT INFORMATION	4
LOCATION	4
DROP OFF / PICK UP	4
PLACEMENT	5
SCHOOL HOURS	5
LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS	5
DRESS CODE	5
ATTENDANCE AND ABSENCES	6
STUDENT PROGRESS REPORTS	6
IEP CONFERENCES	6
TRANSPORTATION	6
LUNCH	7
USDA CIVIL RIGHTS COMPLAINT PROCESS	7
INDOOR / OUTDOOR ACTIVITIES	9
ACADEMIC RESPONSIBILITY	9
DISCIPLINE	9
SCHOOL CLOSING / CANCELLATION	9
FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS	10
COMMUNICATION	10
STUDENT AND STAFF RELATIONSHIPS	11
STUDENT ATTITUDE	11
VISITING SCHOOL	12
ELECTRONIC DEVICES	12
DIGNITY ROOM	12
LEVEL SYSTEM	12
PERSONALIZED SUPPORT	15
PUPIL SUPPLIES	15
ANTI-BULLYING	15
PHYSICAL ASSAULT	16
WELLNESS	16
HEALTH SERVICES	17
RESPONSE TO LIFE-THREATENING ANAPHYLAXIS	21
SAFETY	21
INTERNET SAFETY	22
LEAVING THE CAMPUS	22
WEAPONS	22

USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES	23
POSSESSION OF TOBACCO	23
SEARCH AND SEIZURE	24
RESTRAINT AND SECLUSION	24
LAW ENFORCEMENT NOTIFICATION OF STUDENTS WITH A VERIFIED DISABILITY	29
MANDATORY REPORTERS	29
NONDISCRIMINATION	30
VIDEO SURVEILLANCE	30
REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY	30
SCHOOL CALENDAR 2023-2024	31
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT	32
STUDENT CONTACT INFORMATION	33
STUDENT’S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	36
PARENT’S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS	37
MEDIA PERMISSION FORM	38
EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE	39
PARTICIPATION IN ACTIVITIES	40
MEDICATION DELIVERY INFORMATION FOR PARENTS	41
PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS	42

## CONTACT INFORMATION

Student Services Main Number 402-564-0815, ext. 1017

### ESU 7 Administrator

Larriane Polk  
402-564-5753 ext. 1001  
lpolk@esu7.org

### ESU 7 Special Education Director

Tamra Clay  
402-564-0815 ext. 1018  
tclay@esu7.org

### Executive Assistant

Angie Arndt  
402-564-0815 ext. 1017  
aarndt@esu7.org

### ESU 7 Student Services Principal

Cara Neesen  
402-564-0815 ext. 1008  
cneesen@esu7.org

### Mental Health Practitioner

Ronelle Jackson  
402-564-0815 ext. 1044  
rjackson@esu7.org

### Teacher

Anne Baptiste  
402-564-0815 ext. 1041  
abaptiste@esu7.org

### Teacher

Brooke Hemmer  
402-564-0815 ext. 1012  
bhemmer@esu7.org

### Teacher

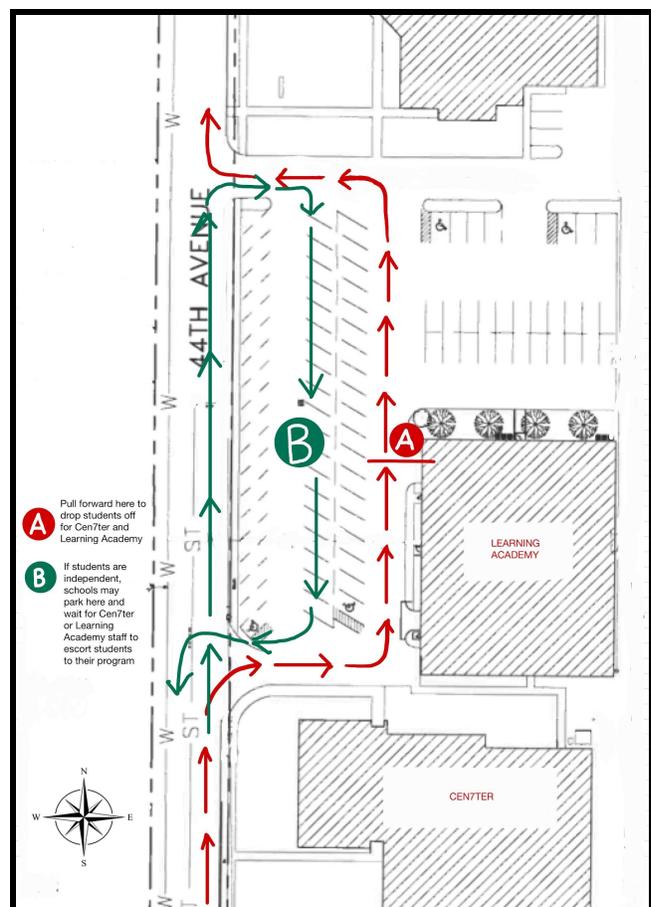
Lindy Eberle  
402-564-0815 ext. 1041  
leberle@esu7.org

## LOCATION

The Learning Academy is located in the center building on the ESU 7 campus in Columbus, NE.

## DROP OFF / PICK UP

Resident school districts are responsible for the drop-off and pick-up of students. School vehicles dropping off students with physical impairments will enter the ESU 7 parking lot via the south entrance on 44th Avenue and will pull to the area indicated with a stripe at the north end of the Learning Academy (see area on map marked A). School vehicles dropping off students who are able to ambulate independently, may enter the ESU 7 parking lot via the north entrance on 44th Avenue and pull into any of the parking stalls to wait for Learning Academy staff members to escort him/her to the building (see area on map marked B). The diagram below illustrates the procedure.



## PLACEMENT

Placement is an IEP team decision. Each district has established educational teams to identify students in need of such intensive services. Students should be verified as a student needing assistance according to the Nebraska Department of Education Rule 51. The resident school district IEP team will make the recommendation for placement at Learning Academy after the application process is complete and with Learning Academy personnel collaboration. Students are contracted into the program by resident school districts and payment is made on a pre-approved daily rate.

## SCHOOL HOURS

School is in session from 9:30 AM – 2:30 PM. Since the staff must have adequate time for meeting and planning the daily activities, it is important that students do not arrive before 9:30 AM. Students can be picked up as early as 2:20 PM.

## LATE ARRIVAL AND EARLY DEPARTURE INSTRUCTIONS

Notify the Learning Academy if you will be dropping her/him off late or picking up early. Notify the resident school district so that transportation will be notified.

## DRESS CODE

Values

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Code

1. It is important your child dresses properly for school (Ex. hats, mittens, and boots are appropriate for the cold and wet weather). Shorts are allowed in school only when the temperature is projected to be higher than 60°F. For the comfort of your child, only walking-length shorts will be allowed. Shorts should be long enough to protect the child when seated on varnished or plastic seats. Girls should wear shorts/tights/leggings under dresses due to floor-type activities. Improper logos on shirts will not be allowed in the Learning Academy (Ex. tobacco, alcohol, drugs, gang affiliation, profanity, etc.). Footwear must be safe and appropriate for the activities of the day. **Hats are not permitted to be worn in the class by students without permission. Any admittance will need to go through the Student Services Principal.**
2. Student dress and personal grooming must not be disruptive to the educational setting. If the students do not meet dress code, he/she will change into Learning Academy clothes.

3. Masks - In the case of health risk due to a pandemic or other health-related concerns all students will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan unless one of the following persists:
  - The student has a disability and reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
  - The student's IEP team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
  - Another legally valid reason exists to modify the face covering requirements and such reason has been approved in writing by the Student Services Principal and ESU 7 administration.
  - OR Their parent/guardian has opted their student out of being required to wear a mask by executing a written document and such document is on file in the office of the Student Services Principal at the time at issue. This option is only available to students whose contracting district has such a process.

### **ATTENDANCE AND ABSENCES**

Regular and punctual student attendance is required. The Learning Academy is required to maintain an accurate record of student attendance. If a student must be absent, it is the parent/guardian's responsibility to notify the resident school district secretary. Your resident school district will contact the Learning Academy. Parents/guardians may also contact the Learning Academy. **Students are expected to follow the ESU 7 Calendar.** Exceptions to this policy will be considered through the Student Services Principal.

Parents/guardians are also required to notify the resident school district AND the Learning Academy if they plan to pick their child up during the day in order to cancel afternoon transportation.

### **STUDENT PROGRESS REPORTS**

Student progress reports will be sent to the resident school district by the Learning Academy teacher on a quarterly basis. If you have any questions regarding the report, please call and schedule a conference time with your child's Learning Academy teacher.

### **IEP CONFERENCES**

An IEP conference to review your child's progress will be scheduled by the resident school district annually. Each person participating in the conference will be notified in writing as to the date, time, and place of the conference. If you wish to discuss your child's progress or have concerns at any other time during the school year, we encourage you to contact your child's Learning Academy teacher and arrange a time to meet.

### **TRANSPORTATION**

[Article V, Section 10, A Safe Pupil Transportation Plan](#) (Reviewed May 2023)

To/From Learning Academy Arranged on an individual basis through the resident school district. Contact your resident school district with any questions



Day Trip Provided by properly trained ESU 7 personnel in ESU 7 pupil transportation vehicles. Contact Student Services Principal with any questions

State law requires students to wear seat belts at all times (this includes wheelchairs) unless being transported by bus. During the time students are being transported, they are required to conduct themselves as they would at any other phase of the educational program. If problems occur during transportation, a specific plan described in Article V, Section 10, A Safe Pupil Transportation Plan Policy will be followed during the immediate incident and additional plans may be developed that ties into the behavior program for your child.

## **LUNCH**

Lunch will be delivered each day to Learning Academy through a contract with the Columbus Public Schools Food Program. The cost of lunch will be included in the cost of tuition to the Learning Academy.

The Learning Academy lunch program will meet or exceed the nutritional guidelines for the requirements of federal and state law and regulatory authorities and no food in competition with the school lunch program shall be sold or otherwise made available to students anywhere on Learning Academy premises during the period of one-half hour prior to the serving period for lunch and lasting until one-half hour after serving lunch. The students may bring their own lunches. Parents/**guardians** are encouraged via health promotional materials to make healthy choices for student lunches.

## **USDA CIVIL RIGHTS COMPLAINT PROCESS**

Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

- **RIGHT TO FILE A COMPLAINT:** Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
- **ACCEPTANCE:** All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.
- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
  - Name, address and telephone number or other means of contacting the complainant.
  - The specific location and name of the entity delivering the program service or benefit.

- The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
- The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

### **Nondiscrimination Statement**

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

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

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

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

This institution is an equal opportunity provider.



## **INDOOR / OUTDOOR ACTIVITIES**

Indoor/outdoor activities give students the opportunity to relax, breathe in the fresh air, and/or work off excess energy. Therefore, all children are expected to participate in these scheduled Learning Academy activities unless a medical condition as identified by a doctor prevents participation. As cold weather approaches, please dress your child accordingly. If the students are not able to have outdoor activities on excessively cold days **when the 'feel like' temperature is at or below 25 degrees** or during inclement weather, exercise will be structured in the Activity Room.

## **ACADEMIC RESPONSIBILITY**

Students will earn grades in the core academic areas from their resident school district. When the IEP team meets to change a student's placement to the Learning Academy, the district and Learning Academy team will decide on the courses the student will take using an online learning platform or paper/pencil academics will be sent from the district depending on the students needs. Completed paper/pencil work will be returned to the resident school district. All online learning will be reported at least quarterly to districts and each course completed will be reported to districts to add to the students' transcripts. Learning Academy staff will support students with a goal of returning/reporting passing schoolwork to the student's resident school district. If the student does complete his/her school work, the Learning Academy will work through the Points and Level System.

## **DISCIPLINE**

It is our belief that the best way to improve and stabilize student behavior is through teaching and reinforcing desired behaviors while reducing the effectiveness of undesired behaviors. All students should be treated with dignity and respect, regardless of their behavior. At the Learning Academy, students earn access to activities, technology, tangibles, and other privileges through the demonstration of the target behaviors outlined in their IEP/ Behavior Intervention Plan (BIP) and compliance with school rules and expectations. Failure to demonstrate desired behaviors will result in missed opportunities to access preferred items and activities as outlined in the Points and Levels System. There will be a \$20 fee when large items have been broken. Discipline response will need to follow the student's IEP and BIP. Specific interventions, consequences, and supports are defined within the IEP/BIP.

If the behavior results in a situation where the student's IEP team needs to convene and create an adjusted plan before returning to the Learning Academy campus, the student's resident school district will be contacted and the resident school district will follow their procedures for discipline until the meeting and the creation of an adjusted plan can occur.

## **SCHOOL CLOSING / CANCELLATION**

Parents/guardians will annually receive an ESU 7 Learning Academy calendar. Please note this calendar may differ from the resident district calendar.

- **Follow the ESU 7 Calendar.**
- If the main offices of ESU 7 are closed due to inclement weather, the Learning Academy will also be closed.

- If your resident district is closed due to inclement weather, your child will not attend the Learning Academy.
- If the main offices of ESU 7 are opening late, the Learning Academy schedule will adjust to the opening of the main offices.
- If the resident district has a late start, AND travel to the Learning Academy is safe after school resumes, your child may attend the Learning Academy.
- If travel is unsafe, the decision for transporting your child to the Learning Academy will be made by the resident school districts in collaboration with ESU 7 Student Services Principal.

Please access the following locations for closing, cancellations, and late starts: WOWT, KLIR 101 (AlphaMedia), KETV, mycentralnebraska.com, Twitter, Facebook.

### **FIRE DRILLS / TORNADO DRILLS / EMERGENCY DRILLS**

Fire Drills and Tornado Drills are conducted throughout the school year in accordance with state guidelines. Other drills throughout the year will be an evacuation, school secure, and school lockout. Immediate attention must be observed throughout the entire drill. Students do not talk or run during the drill. Learning Academy teachers will instruct and practice these procedures with students on the first day/week of class as well as throughout the school year as needed. Special accommodations will be made for those students whose medical condition would be exacerbated by participating in drills.

### **COMMUNICATION**

Continuous and open communication between teachers and parents/guardians is important to creating a successful school experience for our students. Two-way communication between the Learning Academy, resident school district, and home is important. The educational process is the sharing of information between the teachers, the learner, and parents/guardians. Informal communication and personal calls between parents/guardians, Learning Academy staff, and students are discouraged.

Parents/guardians can expect their child to come home each day with a daily data sheet. Students should return the signed data sheet the following morning. Parents/guardians are encouraged to be in frequent contact with their child's Learning Academy teacher through email and/or phone calls.

If you need to call the Learning Academy to visit with your child's teacher, please do so between 7:30-9:30 AM or 2:30-4:30 PM. Learning Academy staff will only be called to the phone for emergencies during the day. The Student Services Principal may be reached throughout the day at 402-564-0815.

If you need to contact your child during the school day, please call the Student Services phone number and the secretary will get the message to the student. Due to the disruption of the classroom, we ask that you not call the classrooms directly during the school day or request your child come to the phone.

If there are any changes in your child's environment, physical, or medical condition, please



communicate via written note/email.

## **STUDENT AND STAFF RELATIONSHIPS**

All students and Learning Academy staff are expected to recognize and support the following affirmation:

1. That there be demonstrated, at all times, a respect for others regardless of race, religion, gender, national origin, age, personal well-being, sexual orientation, or economic status. Please see [Article V, Section 1, A Policy of Non-Discrimination for extensive listing of protected groups.](#)
2. That language of any kind, which is disparaging or demeaning to others, shall not be tolerated, such as racial, religious, or sexual epithets.
3. Both Learning Academy staff and students are expected to exhibit good judgment, respect, and sensitivity for others.

## **STUDENT ATTITUDE**

If a problem arises with another student in the classroom, it is recommended that the student discuss the problem with a teacher or other staff member. A staff member will work with students(s) on the problem and help resolve it in a positive manner. The staff endeavors to help students problem-solve. Being open and honest with the staff is recommended for best results.

Each student is responsible for his/her own conduct. Some suggestions to aid in this are listed below:

1. Stay in the assigned area.
2. Follow verbal/picture directions.
3. Participate in class (group) discussions.
4. Ask for help.
5. Make corrections quietly without argument or complaint.
6. Find a quiet activity to work on if you have finished and corrected your work.
7. Respect others. This includes no verbal or physical abuse and stealing.
8. Use appropriate language.
9. Respect the property of the school and others.
10. Respect yourself.

Potential behaviors that may result in loss of privileges or IEP/BIP review:

1. Fighting
2. Striking a staff member or peer
3. The use of, sale, or possession of drugs, alcohol or drug paraphernalia, or any illegal substance or facsimile
4. Theft
5. Cheating
6. Intimidation
7. Destruction of property. It should be noted that the student would be held responsible for payment of the damages of such property
8. Any behavior that endangers the student, his/her peers or staff member
9. Continual use of profane or sexually suggestive language in the school setting
10. Harassment of a student or staff member
11. Sustained lack of progress in the program

## **VISITING SCHOOL**

Parent(s)/guardian(s) are always welcome as Learning Academy visitors. If you would like to visit, please contact the Student Services Principal to schedule a time. When visiting the Learning Academy, please help us to protect the privacy of all students and families. Do not disclose names, situations, or photographs of any other student to anyone outside the Learning Academy or on social media without written parent/guardian consent from each child involved. While we appreciate your interest in all of our students, please understand that we will be unable to answer any questions regarding other students. The Learning Academy administration reserves the right to deny visitation at any time to any party. Again, we ask that all visitors schedule times in advance of the proposed visit time and provide the purpose of the visit to the Learning Academy administration. All visitors must follow the health guidelines put in place by ESU 7 while visiting our program.

## **ELECTRONIC DEVICES**

Students are not to bring items to school that are not required for educational purposes or otherwise allowed by the teacher. These items include, but are not limited to tablets, laser pointers, and handheld games. These items pose a risk for theft and interference with the educational process. Personal devices (Ex. cell phones) will be locked in the students' locker each day. Access to those personal devices depends on where the student is in the Level System and the privileges they have access to within that system. When an item becomes a distraction to themselves or other students, the classroom teacher will remove the device and lock it in the office until the end of the school day. The device will be returned to the student at the end of the school day. If it becomes a regular disruption, the Student Services Principal will notify the parent/guardian and resident school district to address the problem in the BIP.

## **DIGNITY ROOM**

Dignity rooms are used for a variety of reasons for students at the Learning Academy. These rooms can be used for students to take a break, use their calming strategies, work on school work with minimal distractions, read quietly, play a game with a partner, etc. The dignity rooms can also be used for students who need a safe place to regulate their emotions. Staff will always be present with students using the dignity rooms either within the room or directly outside the door where students can be observed through the window. Sometimes students need seclusion to help them calm down when they are in crisis and the dignity rooms are made to provide that space. Please see the section regarding seclusion for more details.

## **LEVEL SYSTEM**

Students will have individualized advancement plans based on their grade and/or their behavioral needs.

### **Level 0**

- When a student has demonstrated behaviors that would cause him/her to lose days or levels but has no days to lose, that student would be placed at level 0. Students will also be assigned to Level 0 by the Student Services Principal if they endanger the safety of,

or harm others. Students at Level 0 work separately from peers. Students on Level 0 have no earning privileges, so they do not earn any credits in the token economy while at this level. Students on Level 0 do not get to eat with their peers.

- Students may earn their way off level 0 with a plan designed by the Student Services Principal.
- Examples of expectations
  - By meeting their individual behavior goals on their data sheet.
  - Compliance with specific tasks as assigned by the teacher/Student Services Principal
  - Processing with staff and or peers involved
  - Meeting with the mental health practitioner
  - Completing restitution plan

#### Level 1

- Participating in class with peers
- Access to board and card games
- Access to sensory room
- Access to gym and gym equipment
- Access to technology for schoolwork
- To transition to level 2, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team. Days do not have to be consecutive.
  - Students at Level 1 can also be placed on a Personalized Support Plan Level 1 (PS1). The targets and goals of this individualized plan must be met before the student can progress through the regular level one programming. A PS1 program may be necessary for students who need additional individualization to progress through the leveled program.

#### Level 2

- Technology privileges - at designated reward times, students can use technology for school-appropriate entertainment and games.
- Monday Clubs
- To transition to level 3, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team.

#### Level 3

- Field trips (educational with Learning Academy staff here local and/or resident school district class activities). May look into privileges for whole class educational field trips (i.e. VR)
- Friday Funday (i.e. The Friday Funday activity for the day is to go off-campus bowling, a student then can use their Learning Academy dollars to "buy" their trip to the bowling alley.)
- Choice seating at lunch

- To transition to level 4, students must meet their daily goal for 5 or 10 days (dependent on age or ability) which will be set by the team. With the last 5 days being consecutive.

#### Level 4

- Traveling privileges - Students can use their tokens to purchase trips of their choice in the community (with Learning Academy staff - here local).
- Out-to-Eat Lunch - Students can use tokens to order lunch from a restaurant
- At level 4, students begin to work on additional expectations that will be present when they return to their home district. This includes; homework on a daily basis, additional coursework expected during the day, etc.
  - To transition to Natural, students must meet their daily goal for 5 or 10 days (dependent upon age or ability) which will be set by the team. With the last days being consecutive.

#### Level 5

- Off Card/Natural. Students have to meet their behavior goals for 10 consecutive days and then the transition back to their home school may begin.
  - Student may no longer carry a data sheet
  - Student continues taking homework to and from school
  - Student participates in program and has access to privileges at all levels
  - Student earns tokens at a per-day rate rather than as a period-by-period reinforcer
  - Students successfully use their coping mechanisms on a consistent basis when they are confronted with a problem or frustration.
  - To begin the transition process back to their home school, students must meet academic and behavioral expectations for 10 consecutive days, then continue to meet those expectations during the transition process.

#### Transition

Learning Academy staff will work with the resident district to create an individualized plan to successfully transition the student back to the resident district.

#### Reasons for loss of days and levels (examples)

Disruptive Behavior that Requires Peers to Work Elsewhere, 1 day

Persistent Refusal to Participate in Program (1 hour of non-compliance), 1 day

Leaving an Area Without Permission, 1 day

Property Damage, 1 level

Endangering the safety of others, 0'd Out

### Monday Clubs

Students at Level 2 or above will have the option of participating in on-site clubs on Monday afternoons. Students on Level 1 will have quiet study time. Clubs will be tailored to student interests (For example: art club, Lego club, Beyblade club, etc.)

### Friday Funday

Students on Level 3 or higher will get to participate in an activity on Friday afternoon. The activity may vary. Staff will post the Friday activity at the beginning of each week. (Ex. Movies, dodgeball tournaments, activities in the community like bowling, YMCA, etc.)

### Data Sheets

Each student participating in the program will have a data sheet to track their daily progress on their behavioral goals. The daily report will also be used to communicate with parents/guardians about the child's day. Students are expected to return the data sheet each day with a parent/guardian signature.

## **PERSONALIZED SUPPORT**

Students who need more intense and individualized support than the leveled system can provide, will be provided additional personalized support. These personalized supports offer more individualized programming based on each student's needs. The student's Learning Academy and IEP team will create a more specific personalized support plan to implement into the student's BIP. Students will be required to meet a set of goals created by their team while receiving personalized support before moving over to using the leveled point system program described above.

## **PUPIL SUPPLIES**

The Learning Academy will provide educational materials. Parents/guardians will be notified of specific school supplies and/or personal items needed. Any requests throughout the year will be reasonable and your cooperation in making sure your child has the necessary items by the date specified is appreciated. Parents/guardians may need to supply batteries for your child's personal communication devices such as Dynovox and hearing aid batteries.

## **ANTI-BULLYING**

[ESU 7 Policy, Article V, Section 6, C](#) (Reviewed May 2023)

It is the policy of ESU 7 to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse in areas within the control or jurisdiction of the ESU.

ESU 7 shall review [Article V, Section 6, C Anti-Bullying Policy](#) annually.

## **PHYSICAL ASSAULT**

Physical assault will not be tolerated at the ESU 7 Learning Academy. Harassment of students, staff, or visitors by other students will not be tolerated at the Learning Academy. This policy is in effect while students are on the ESU 7 campus, Learning Academy property, or on property within the jurisdiction of the Learning Academy; while attending or engaged in school activities; and while away from the Learning Academy if the misconduct directly affects the good order, efficient management, and welfare of the school. Such assaults may result in removal from the Learning Academy, an IEP review, or police reports with charges being filed. If a physical assault occurs, the Learning Academy will contact the parent/guardian.

The following steps may be followed:

1. Contact local law enforcement
2. Contact resident school district

## **WELLNESS**

[ESU 7 Policy, Article V, Section 7, F](#) (Revised May 2023)

It is the policy of ESU 7 to provide curriculum, instruction, and experiences in a health-promoting environment to instill habits of lifelong learning and health when providing services to students in its own school programs, to be generally consistent with that in place in the schools from which students served by ESU 7 are enrolled. Therefore, the Board adopts the following Wellness Policy applicable to any school program in which the services are provided by ESU 7 in a school setting other than within a school district served by ESU 7.

### **1. Goals to Promote Student Wellness**

Learning Academy has established the following student wellness goals that are designed to promote student wellness in a manner that Learning Academy determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The ESU 7 Special Education Director or designee shall establish such further goals as are determined appropriate to meet the stated mission.

### **2. Nutrition Guidelines**

Nutrition guidelines have been selected by Learning Academy for all foods available to students during the school day with the objective of promoting student health and reducing childhood obesity. The guidelines are as follows:

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

lunch. The ESU 7 Special Education Director or designee shall establish such further nutrition guidelines as are determined appropriate to meet the stated mission.

### 3. Plan for Measuring Implementation and Designation of Responsible Persons

The ESU 7 Special Education Director or designee is charged with operational responsibility for ensuring that the ESU meets the Wellness Policy. The ESU 7 Special Education Director or designee shall measure implementation of the Wellness Policy by conducting periodic reviews or receiving periodic reports.

Due to the unique nature of Learning Academy, it is understood that all students have an IEP, which will provide the basis for the Wellness Policy guidelines.

### 4. Development of Policy

Learning Academy assures that the development of the Wellness Policy involved the ESU Board, administrators, and staff.

ESU 7 shall review [Article V, Section 7, F Wellness Policy](#) annually.

## HEALTH SERVICES

[Article V, Section 7, B Emergency Medical Aid](#) (Reviewed May 2023)

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed May 2023)

Many of the students in the Learning Academy are medically fragile (susceptible to illnesses that are minor for the majority of the population, but could become life-threatening for some of our students). It is extremely important to keep ill children home for the duration of the illness. (Reference - Contagious and Infectious Disease/Condition Minimum Isolation Standards set by the Nebraska Department of Health and Human Services.)

Guidelines to keep children at home or to send them home:

- fever of 100 or more (axillary temperature (underneath armpit) of 99=100, rectal temperature of 101=100), and must stay below 100 for 24 hours before returning to school without the use of medications
- questionable illness or injuries which may require evaluation by a physician
- undiagnosed rash/skin lesion
- inflamed red eyes and/or drainage
- earache and/or drainage from the ear
- sores that appear infected or are draining
- lethargy (extreme tiredness uncharacteristic of the child)
- extreme paleness uncharacteristic of the child
- any contagious disease such as chickenpox (contagious for one week through upper respiratory tract), influenza, cold symptoms with green or yellow nasal discharge, croupy or persistent cough, diagnosis of strep throat, conjunctivitis (pink eye), or any other illness that requires treatment with antibiotics, etc.
- nausea/vomiting (no vomiting for 24 hours before returning to school) infectious diarrhea (no yellowish or greenish liquid stools with a water ring surrounding it for 24 hours before returning to school)
- refusal to eat or drink the two previous meals
- complaints of headache or stomach ache that seems debilitating

- infestations such as scabies or head lice (not including nits only) excluded from school until treated

Students who are ill will be sent home at the discretion of the Student Services Principal. When a student needs to be sent home, Learning Academy will contact the resident district for transport or the student's parent/guardian.

Minor injuries will be treated by Learning Academy staff who have been trained in First Aid and CPR. As written and approved in ESU 7 policy, in the event that further medical attention is deemed necessary, parents/guardians will be notified immediately. In the event a child needs immediate medical care, they will be transported to the nearest medical facility.

To help ensure the health and safety of our students, Educational Service Unit 7 personnel shall only administer medications to students when following directions specified in a medication policy. Learning Academy staff will follow ESU 7 policy when administering medications.

ESU 7 shall review [Article V, Section 7, E Emergency Medical Aid policy](#) annually.  
 ESU 7 shall review [Article V, Section 7, B Dispensing Medication policy](#) annually.

#### Educational Service Unit 7 Process for Administering Medications

[Article V, Section 7, B Dispensing Medication policy](#) (Reviewed May 2023)

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with the ESU:
  - a. Physician's Authorization. A physician's signed, dated authorization including the name of the medication, dosage, administration route, time to be given, and reason the student is receiving the medication.
  - b. Caretaker's Authorization. A caretaker's signed and dated authorization or permission to administer the medication during school. (Note- All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the ESU will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
  - c. Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval, and route to be administered. If needed, the physician may be contacted for clarification.
2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual

observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The ESU 7 staff shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
6. Receipt and Disposal of Medications. Medication shall be delivered to ESU personnel and picked up by the parent/**guardian** or resident school district personnel when accompanied by a signed/dated permission to do so by the parent/**guardian**. When medication is received, the amount received should be documented. Medication that is either past the expiration date or not claimed by the parent/**guardian** a reasonable time following the student's departure from the ESU program shall be destroyed. Procedures for destroying medication shall include a witness and documentation.
7. Administration of Medication by ESU Personnel
  - a. Administration of Medication. Administration of medication includes, but is not limited to the following items:
    - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - ii. Recording medication provision; and
    - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
  - b. Authorized ESU Personnel. Administration of medication shall only be done by the following personnel:
    - i. Medication Competent Staff. This means a staff member of the ESU who, by arrangement with the school in which the student is enrolled is an employee of the ESU for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves the responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring are to be done by a recipient with the capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
  - c. Routes of Medication Administered by ESU Personnel

- i. Routine Medication via Oral, Inhalation, Topical, and Installation Routes. medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
  - 1. Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays
  - 2. Inhalation, which includes inhalers, and nebulizers. Oxygen may be given by inhalation;
  - 3. Topical application of sprays, creams, ointments, and lotions and transdermal patches; and
  - 4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
- ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting. medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
  - 1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
  - 2. Directions for additional routes must be for recipient-specific procedures and must be in writing.
  - 3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
  - 4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
  - 5. ESU personnel administering the medication shall comply with the written directions.
- iii. Injections. A medication-competent staff member will be trained to administer medications by injection administration. Students may be authorized to self-administer medication as hereafter provided.
- d. Refusal to Administer Medication. The ESU may refuse to give medication if after reasonable and prudent research by an ESU or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU personnel refuse to carry out a request to administer medication, the Administrator or designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of

administration, dosage, or the medication) with the parent/guardian and the physician.

ESU 7 shall review [Article V, Section 7, B Dispensing Medications policy](#) annually.

## **RESPONSE TO LIFE-THREATENING ANAPHYLAXIS**

(Title 92, Chapter 59, Section 006)

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

Emergency Protocol:

1. Summon designated trained, nonmedical staff to implement emergency protocol
2. Instruct someone to call 911
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer an IM EpiPenJr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds (In Nurses labeled cupboard in the office)
5. Follow with nebulized albuterol (premixed) while awaiting EMS. (Located in medical cupboard in the office)
6. Determine cause as quickly as possible
7. Monitor vital signs (pulse, respiration, etc.)
8. Administer CPR, if indicated until EMS arrives
9. Contact parents/**guardians** immediately and physician as soon as possible
10. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility
11. Notify ESU 7's Student Services Principal, Special Education Director, and student's district administration

The emergency EpiPens and nebulized albuterol can be accessed in the labeled cupboard in the office of each building.

As a parent/**guardian**, you have the right to refuse this emergency action. If you do not want our staff to follow this protocol or take this action during an emergency situation, you must provide a written statement of refusal for this emergency action.

## **SAFETY**

Safety in the Learning Academy is a priority. In the event one of the following occurs, staff will respond as indicated

- Student leaves campus without permission - staff will notify the police to assist.
- Physical aggression by a student - staff will use a separate room and/or physical restraint.



- Threats to harm self or others - staff will assess the seriousness of the threat and take appropriate steps to help ensure safety.
- Learning Academy emergency (intruder, fire, etc.) - staff will follow the emergency plan.

In all cases listed above, parents/guardians and the resident school district will be notified as soon as possible.

It is the goal of the Learning Academy staff and students to maintain safety at the Learning Academy. They may contact the local police department in safety-related situations requiring their assistance. Parents/guardians and the resident school district of the student involved will be notified when police involvement is necessary.

## **INTERNET SAFETY**

[Article III, Section 7, G Internet Safety Policy](#) (Reviewed May 2023)

It is the policy of the ESU to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the ESU’s computer network, the ESU shall, (a) protect against 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) protect against unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

ESU 7 shall review [Article III, Section 7, G Internet Safety Policy](#) annually.

## **LEAVING THE CAMPUS**

If a student chooses to leave the ESU 7 campus without permission, the ESU 7 personnel will use the following steps:

1. 911 may be called and the Student Services Principal notified. The school will provide them with a description of the student, time of departure, and general direction the student is traveling
2. Staff will try to intervene and encourage them to return to Learning Academy
3. Staff will follow them to keep the student visible
4. Parent/guardian will be notified
5. The resident school district will be notified
6. If a report is filed by the police, a copy will be provided to the parent/guardian.

## **WEAPONS**

Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any ESU 7 building, on the ESU 7 campus, in any vehicle owned, leased, or contracted by the ESU 7, being used for Learning Academy purpose, or in a vehicle being

driven for a Learning Academy purpose by a Learning Academy employee or his or her designee, or at any Learning Academy sponsored activity or event is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, airgun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives having a blade of greater than two inches, any knife with a blade of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position.

The possession or use of any such weapon will require the proceedings for the immediate removal from the Learning Academy by the ESU 7 Administrator, Special Education Director, or Student Services Principal. Law enforcement officials, parents/**guardians**, and the resident school district will be called by the Administrator, Special Education Director, or Student Services Principal.

If a weapon is found or Learning Academy suspects concealment of a weapon the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/**guardians**
3. Contact resident school district

### **USE OF ALCOHOL / DRUGS / OTHER CONTROLLED SUBSTANCES**

It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance at ESU 7 campus. Any student present on the campus or in any of the buildings who appears to have manufactured, distributed, dispensed, possessed, or used alcohol/drug/other controlled substances (or facsimile) by a Learning Academy staff member will be considered in violation of ESU 7 policy and will be sanctioned according to Nebraska State Statutes. Parents/**guardians** and any appropriate outside agencies will be contacted.

If there is a concern about alcohol/drug/other controlled substances use or an object or substance is found, the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/guardian
3. Contact resident school district

### **POSSESSION OF TOBACCO**

ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. Students who possess or use any of these products or a product defined as an alternative nicotine product on the ESU 7 campus or while transported will be reported to their resident school district and/or local law enforcement if deemed an appropriate action. ESU 7 follows all Nebraska Department of Education regulations applicable to the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form. **This guidance expands to any ESU 7 off campus activity.**

## SEARCH AND SEIZURE

[Article V, Section 6, B, Search and Seizure](#) (Reviewed May 2023)

Student and student's possessions including, but not limited to, purses, and book bags may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is in violation of law, ESU 7 Policy, or which could cause bodily harm or damage to property. The local law enforcement agency and resource dogs may be used to detect illegal drugs or contraband in school at any time, announced or unannounced, and illegal drugs and contraband may be seized.

The refusal of a student to consent or submit to a reasonable search, and/or to surrender objects or substances found as a result of such a search, may be grounds for discipline and local law enforcement may be contacted for follow-up.

If an object or substance is found the steps that may be followed are to

1. Contact local law enforcement agency
2. Contact parents/**guardians**
3. Contact resident school district

ESU 7 shall review [Article V, Section 6, B Search and Seizure Policy](#) annually.

## RESTRAINT AND SECLUSION

[Article V, Section 5, C, Restraint and Seclusion](#) (Reviewed May 2023)

The use of physical restraint and/or seclusion of students by Learning Academy personnel should be used only as a last resort to maintain safety in emergency situations when there is a substantial risk of imminent bodily injury to the student and/or others. Any staff member may physically restrain and/or seclude a student without advance notice to the Student Services Principal when it is necessary for the protection of others or for self-defense. The Educational Service Unit 7 Board of Education and the administration of Learning Academy place emphasis on prevention and behavioral de-escalation which reduces the risk of injury and promotes the care, welfare, safety, and security for all members of the school community. The purpose of physical restraint and/or seclusion is to temporarily control the behavior of a student as a last resort in an emergency situation, to prevent immediate danger or serious bodily injury to the student or others in the environment.

### Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touch of a student while conducting a physical escort or touching to provide instructional assistance is not a physical restraint for purposes of this guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

## Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
  - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act **unless** the student also demonstrates the ability, the intent, and the immediacy to carry out the threat.
  - Destruction of or damage to property does not present a substantial risk of personal injury **unless** personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note- If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
  - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
  - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

### Physical restraint may not be used in the following circumstances:

- When a known medical or psychological condition contraindicates its use.
  - As a form of punishment.
- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.
- In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.
- If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands-free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.
- Training with respect to physical restraint may be provided either by the ESU or by an external entity and shall include, but need not be limited to the following:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

### Seclusion

- A. When Seclusion May be Used. Seclusion may be used in the following circumstances:
- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
  - When a student's behavior is so out of control that the student is causing substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
  - When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
  - The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is

to discuss and include the use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note- IEPs or Behavioral Plans should not provide for the use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

### Documentation and Evaluation

- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's Learning Academy record. The student's resident school district shall also maintain a copy of each such record. Each such record shall include
- The student's name;
  - The date of the incident;
  - The beginning and ending times of the incident;
  - A description of any relevant events leading up to the incident;
  - A description of any interventions used prior to the implementation of physical restraint or seclusion;
  - A description of the incident and/or student behavior that resulted in the implementation of physical restraint or seclusion;
  - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
  - A description of any injuries (whether to students, staff, or others) or property damage;
  - A description of any planned approach to dealing with the student's behavior in the future;
  - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
  - The date on which the parent/guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. ESU 7 Special Education Director or Director designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Parents/guardians will be notified after use of seclusion or physical restraint, the ESU 7 Special Education Director or designee shall send written notice of the incident to the student's parents/guardians, unless the parent/guardian has provided the ESU a written waiver of this requirement for

notification. The parent/guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

- D. **Evaluation.** An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
  - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s Learning Academy student record and provided to the ESU 7 Special Education Director or designee.

ESU 7 shall review [Article V, Section 5, C, Use of Restraint and Seclusion Policy](#) annually.

### **LAW ENFORCEMENT NOTIFICATION OF STUDENTS WITH A VERIFIED DISABILITY**

[Article V, Section 5, D, Removal of Students and Interview of Students Policy](#) (Reviewed May 2023)

Students enrolled in ESU 7 Learning Academy that are determined to be a threat to themselves, others, the property of the Learning Academy, or any surrounding properties to the Learning Academy will be reported to local law enforcement as required by Nebraska Statute 79-293. Law enforcement will be provided with all information that law enforcement officials request and require to enforce the law they are required to enforce as per their regulations. By reading and signing the handbook consent form, you are consenting to the “notification of disability disclosure” and “actual disclosure of this disability information” should local law enforcement be called in regard to your child that warrants local law enforcement being called to intervene as per Nebraska Statute 79-293.

ESU 7 shall review [Article V, Section 5, D - Removal of Students and Interviews of Students Policy](#) annually.

### **MANDATORY REPORTERS**

[Article V, Section 5, A, Child Abuse and Neglect](#) (Reviewed May 2023)

Nebraska State Statute requires any person, including school employees, who have cause to believe that a child has been subjected to abuse or neglect, or observes such person being subjected to conditions, which reasonably would result in abuse or neglect, shall report such incident to the appropriate law enforcement agency and/or Child Protective Services. This

report shall be followed by a written report. Nebraska State Statute requires that any court order requesting records will be followed and records will be released.

ESU 7 shall review [Article V, Section 5, A, Child Abuse and Neglect Policy](#) annually.

### **NONDISCRIMINATION**

ESU 7 and Learning Academy hereby give this statement of compliance and intend to comply with all state and federal laws prohibiting discrimination. ESU 7 and Learning Academy intend to take all necessary measures to assure compliance with all laws against any prohibited form of discrimination. ESU 7 and Learning Academy does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in its programs and activities, and provides equal access to designated youth groups. Complaints or concerns involving discrimination for students, employees, and others should be addressed to **Marci Ostmeyer, Professional Development Director/Title IX Coordinator, 2657 44th Avenue, Columbus, NE 68601 (402) 564-5753 ([mostmeyer@esu7.org](mailto:mostmeyer@esu7.org)).** [Title IX Policy of Non-Discrimination](#).

### **VIDEO SURVEILLANCE**

ESU 7 uses video cameras to help provide for the safety and well-being of all students, faculty, staff, and visitors on school premises. The highest concern is providing a safe environment that encourages learning. The video surveillance equipment is intended to enhance security and safety in classrooms, hallways, lunch areas, activity centers, parking lots, and other common areas in and around ESU 7 where privacy is not expected.

### **REMOTE AND OR BLENDED LEARNING - CONFIDENTIALITY**

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student's identities must remain confidential to that group.

#### **Not allowed on video conferencing**

- Taking pictures of the group video call, **and/or**
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call by anyone not on staff with ESU 7.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

## **SCHOOL CALENDAR 2023-2024**





**ESU 7 Unit Calendar**  
August 2023 - July 2024

LA/C7 Student Start
LA/C7 Student Last Day of School  
No School
Staff Reports - No Students

August 2023							23	/16	1
S	M	T	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

September 2023							20	2	
S	M	T	W	Th	F	Sa			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

October 2023							22	3	
S	M	T	W	Th	F	Sa			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							

November 2023							20	4	
S	M	T	W	Th	F	Sa			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

December 2023							15	5	
S	M	T	W	Th	F	Sa			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

January 2024							21	6	
S	M	T	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

February 2024							21	7	
S	M	T	W	Th	F	Sa			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29					

March 2024							20	8	
S	M	T	W	Th	F	Sa			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

April 2024							21	9	
S	M	T	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30							

May 2024							22	/13	10
S	M	T	W	Th	F	Sa			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				

June 2024							20	11	
S	M	T	W	Th	F	Sa			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									

July 2024							21	12	
S	M	T	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

Memorial Day: September 4th    Thanksgiving Break: November 23 & 24th    Holiday Break: Dec. 19th - Jan. 3rd  
Spring Break: March 13th-15th





**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT  
2023-2024**

After reading this document and meeting with the Learning Academy intake team, I understand and agree with the contents of the Educational Service Unit 7 Learning Academy Student/Parent Handbook.

In the case of a necessity for remote and/or blended learning (some in person, some remote), our staff and students may use video conferencing software that allows for group video calling. Our staff may meet with your child individually using a video call, or with a group of students. To protect the privacy and confidentiality of all parties involved, when meeting with a group, all student’s identities must remain confidential to that group.

**Not allowed on video conferencing**

- Taking pictures of the group video call, and/or
- Posting pictures of the group on social media platforms, and/or
- Recording the group video call.

The identities of the other individuals visible in the group are strictly confidential. Sharing their identities with anyone outside of the group is absolutely prohibited.

As a parent/guardian, I understand that all those present in a group video call have the right to privacy of their identities as students of the programs in which they attend. Therefore, their identities will stay confidential within the group.

I understand that I need to keep identities of other students private and confidential, meaning I will not share the names of individuals with anyone outside of the group. I understand that it is my responsibility to make sure that my child also does not violate the confidentiality of other students within the group.

\_\_\_\_\_  
Student’s printed name

\_\_\_\_\_ Date \_\_\_\_\_  
Student’s Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Student Services Principal or Designee Signature





**STUDENT CONTACT INFORMATION**  
**2023-2024**

Student Name \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Relation to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

When does the student live at this address? Please check

\_\_\_\_\_ All of the time \_\_\_\_\_ Some of the time due to visitations, Explain \_\_\_\_\_

\*\*\*\*\*

Additional Parent/Guardian \_\_\_\_\_ Relation to student \_\_\_\_\_

If same as above, check here \_\_\_\_\_ (then skip to phone #)

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

When does the student live at this address? Please check

\_\_\_\_\_ All of the time \_\_\_\_\_ Some of the time due to visitations, Explain \_\_\_\_\_

\*\*\*\*\*

Emergency Contact #1 \_\_\_\_\_ Relationship to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

Emergency Contact #2 \_\_\_\_\_ Relationship to student \_\_\_\_\_

Street/Rural Address \_\_\_\_\_

PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_





**STUDENT MEDICAL INFORMATION  
2023-2024**

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

Please list all medications that this student takes

<u>Prescription Medication Name/Reason</u>	<u>Dosage</u>	<u>Time</u>	<u>*Given at School? (Circle)</u>
			Yes No

\* Any medication given at school MUST be accompanied by a doctor's prescription and in the original packaging with an attached label from the pharmacy.

Diagnosis
Please check any conditions that pertain to your child Diabetes _____ Allergies _____ Asthma _____ Seizures _____ Other (Specify Below)
Other health concerns/special needs
List any allergies (including allergies to any animals)
Special dietary needs
Hearing problems
Vision problems



Child's Name	
Speech problems	
Recent hospitalization	
Any other health concerns we should know about	
Physician Name	Phone
Counselor/Psychiatrist	Phone

Parent/Guardian please Initial each for Consent:

- \_\_\_\_\_ I give permission for trained Learning Academy staff to provide prescription medications(s) as listed above.
- \_\_\_\_\_ I agree to notify Learning Academy immediately with any changes in medication orders and provide a current physician order.
- \_\_\_\_\_ I give permission for trained staff to provide Tylenol or Ibuprofen (according to manufacturer dosage instructions, and provided by the parent/guardian in the original packaging) to this student for discomfort and verify that the student has taken these medications previously without problem.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authorization expires one year following the date signed.**



**STUDENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS  
2023-2024**

In order to make sure that all members of the Learning Academy understand and agree to these rules of conduct, ESU 7 asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the ESU 7, and I understand and will abide by those guidelines and conditions for the use of the facilities of Learning Academy and access to the Internet. I further understand that any violation of the Learning Academy guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. Learning Academy disciplinary action and/or appropriate legal action will be taken.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian has read and understands this document. Parent/Guardian Initials \_\_\_\_\_

This form will be retained on file by authorized faculty designee  
for the duration of applicable computer/network/Internet use.





**PARENT'S AGREEMENT FOR ACCEPTABLE USE OF COMPUTERS AND NETWORKS  
2023-2024**

In order to make sure that all members of the Learning Academy community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by ESU 7. As parent/guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of these Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold ESU 7 responsible for materials acquired or sent via the network.

I agree not to hold ESU 7, any of its employees, or any institution providing network access to ESU 7 responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent/**Guardian** Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be retained on file by authorized faculty designee  
for the duration of applicable computer/network/Internet use.





**MEDIA PERMISSION FORM  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

- have his/her name and/or **image** appear in any

**Yes**\_\_\_\_ **No**\_\_\_\_ Local newspaper, local magazine, or T.V. (news) story highlighting projects and events at the Learning Academy  
**Yes**\_\_\_\_ **No**\_\_\_\_ ESU 7 owned Twitter, Facebook, Instagram, or other online media to highlight projects and events at the Learning Academy

- be video-recorded, photographed or digitally recorded for education purposes\*

**Yes**\_\_\_\_ **No**\_\_\_\_

\*Educational Purposes consist of use only at our site or the student's job sites and for student benefit (i.e. pictures of themselves on their locker spaces, photos of themselves in group pictures for students portfolios, videos of them performing a task for training, videos of a teacher instructing a lesson for the teacher and Student Services Principal to reflect on instructional skills, video surveillance for safety purposes within our program, etc.)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**EMERGENCY RELEASE OF INFORMATION AND CONSENT FOR CARE  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ for the Learning Academy staff to consent for my child to receive treatment by emergency personnel, in the case of an emergency when I (the parent/guardian) can not be reached.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ have personally identifiable information regarding the student's unique needs (disability, medication, etc.) shared with police or other emergency personnel in the event the child is taken into their care.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ have ESU 7 staff follow the emergency protocol for response to life-threatening or systemic allergic reactions (anaphylaxis) that is described in this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**PARTICIPATION IN ACTIVITIES  
2023-2024**

Student \_\_\_\_\_

I give permission for my child to

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ go on short trips to the library, park, bowling alley, grocery store, or various other local sites and participate in those activities that may be performed at those locations (ie. bowl, play on equipment, etc.) during the school day. Transportation will be either walking, ESU 7 owned vehicles, or by local transport companies.

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_ go to various local businesses when they have earned a reward for going out to eat, special activities, special privileges (swimming at the Y, ordering lunch or a dessert from a restaurant, etc.)  
Transportation will be either walking, ESU 7 owned vehicles, or by local transport companies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**MEDICATION DELIVERY INFORMATION FOR PARENTS  
2023-2024**

(Please fill out only if your child will be taking any medications at ESU 7)

Health care provider and parent/guardian permission is needed for all prescription medications that are used at school and school-sponsored activities.

- Parents/guardians are responsible for having medications delivered directly to the school in the original or pharmacy labeled container that will include the students name, healthcare provider's name, pharmacy name and phone number, name of medication, directions concerning dosage, special instructions if required, and date of prescription.
- If you are unable to deliver your child's medications when in need of a refill, you may authorize the bus driver/transportation staff to deliver medications to ESU 7.
- He or she will be responsible for safely transporting the medication/medications to ESU 7 and someone from our staff will collect what is sent and have the driver sign and date a medication delivery log. All medication/medications are counted in and locked in a secure storage unit. When your child needs a refill, someone will notify you via phone or text; please list your preference below.
- If there is a medication change you will need to obtain a physician order before we can administer the new medication. Your healthcare provider can make a copy and you can bring it to ESU 7 or they can fax it to 402-563-1121 Attention: Student Services Principal. The order must contain the name of the child, diagnosis or reason they are taking the medication, date of order, name of medication, dose, and duration of order. The duration cannot exceed the current school year. It must be signed and dated by the healthcare provider and include their phone number.
- If you plan on delivering your child's medication/medications, please notify an ESU 7 staff member so they can anticipate your arrival and have the appropriate paperwork ready.
- ESU 7 staff will be available for medication drop off through school hours Monday-Friday from 7:30 AM to 4:30 PM.

**Please indicate your preference for medication delivery** (Mark any that may apply)

Yes \_\_\_\_\_ No \_\_\_\_\_ I will be delivering my child's medication/medications.

Yes \_\_\_\_\_ No \_\_\_\_\_ The bus driver/transportation staff will be delivering my child's medication/medications.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





**PARENTAL AUTHORIZATION AND RELEASE FORM FOR ADMINISTRATION OF  
OVER-THE-COUNTER MEDICATIONS  
2023 - 2024**

The undersigned is the parent/guardian responsible for the following student:

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

If it is necessary that the student receives over-the-counter medications while attending the Learning Academy during the school day, the following procedure will be implemented:

1. The medication staff will administer non-medicinal interventions prior to the administration of medication. These are non-medicinal interventions that may include deep breathing to relax, hydration, snack, toileting, etc.
2. If it is determined that the student is in need of medication the parent/guardian will be notified prior to administration.
3. The medication approval or denial will be documented in the medication administration record.
4. If approved the designated medication staff will administer the medication as directed and send home a communication form detailing the reason the medication was given, time administered, etc.

**Please remember that any medication that is listed on this form must be sent to school with the student in the original packaging.** (We can NOT provide over the counter medication, it must be sent to us for your child's use).

Please make sure that the medication is not expired and will not expire within the school year. The medication(s) will be labeled, counted in, and documented on the medication administration record. They will be locked in a secure cabinet within the Learning Academy.

I hereby authorize the Learning Academy staff to administer the following over-the-counter medication/medications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

This form is valid for 1 year from the date of signature. If you have any questions please feel free to contact us.  
402-564-0815 Ex. 1008





# **Employee Handbook**

**2023-2024**

# Table of Contents

<b>I. General Information</b>	<b>4</b>
A. General	4
B. Orientation/Onboarding	8
C. Mentoring*	8
D. Work Day	9
E. Payment of Salary	9
F. Early Closings	10
G. Break Times	10
<b>II. Employment Benefits</b>	<b>10</b>
A. Health Insurance	10
B. Life Insurance - All Employees	11
C. Long Term Disability - All Employees	11
D. Retirement - All Employees	11
E. Section 125 Cafeteria Plan - All Employees	11
F. Optional Benefits - All Employees at Employee Expense	11
<b>III. Attendance and Leaves</b>	<b>11</b>
A. Personal Leave	11
B. Sick Leave	12
C. Vacation Time	12
D. Bereavement	12
E. Short Term Leave	12
<b>IV. Professional</b>	<b>13</b>
A. Job Description*	13
B. Classified Employee Contract	13
C. Professional Contract	14
D. Certificated Contract	14
E. Grant Employee Contract	14
F. Employee File	15
G. Professional Presence	15
H. Professional Boundaries Between Employees and Students	15
I. Face Masks	15
J. Copyrighted Materials	15
L. Drug-Free Workplace/Campus	16
<b>M. Student Confidentiality</b>	<b>16</b>
N. ESU 7 Email	16

*\*When a handbook item is denoted with an asterisk (\*), a companion document may be found in the appropriate ESU 7 Google Shared Drive.*

[\(Back to Table of Contents\)](#)

O. Evaluation*	16
P. Exit Conference	16
<b>V. Technology</b>	<b>17</b>
<b>VI. General Procedures</b>	<b>17</b>
A. Grievance Procedures	17
B. Sexual Harassment	17
<b>VII. Safety and Security</b>	<b>17</b>
A. ESU 7 Commitment	17
B. Cameras	17
C. Door Locks	17
D. Alarms	18
E. Keys/Badge	18
Article V, Section 10, B Safe Driving Standard for Drivers	18
<b>EMPLOYEE HANDBOOK ACKNOWLEDGEMENT</b>	<b>19</b>

# Welcome to ESU 7

The purpose of this handbook is to help you in understanding your responsibility and benefits as an employee of ESU 7. Your assurance in understanding the contents of this handbook is not only a condition of initial employment, but also an annual expectation for you as an employee. Please contact your supervisor with any questions.

The information located in this Employee Handbook, although not Board Policy in itself, does refer to policies in some situations. ESU 7 Board Policies are approved by the ESU 7 Board periodically. You will find the official policies located in the ESU 7 Chief Administrator's office. A digital copy is available on the ESU 7 website. The administration will be responsible for interpreting the rules contained in the handbook. Should a circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable ESU 7 policies, and state and federal statutes and regulations.

Our ESU 7 leads, supports, customizes, and innovates with and for 19 school districts in seven counties, 13,460 students, 1,062 teachers, 61 principals, and 19 superintendents. We offer many services to our ESU 7 community and encourage you all to learn more about them.

We walk behind our schools to keep them moving, beside them to help them stay focused and on track, and far enough in front of them to not only see where they are going, but to anticipate their needs.

**Welcome to #7WeAreFamily**

## I. General Information

### A. General

#### 1. Non-Discrimination Expectation

[See Article V, Section 1, A Policy of Non-Discrimination Policy](#)

- a) As an equal opportunity employer, Educational Service Unit 7 will not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, gender identity or sexual orientation, or other protected status in the hiring, dismissal, or retention of ESU 7 employees provided that in the case of handicapping condition, the condition itself is not a limiting factor in the performance of the designed essential duties for the position involved.
- b) Complaints or concerns involving discrimination for students, employees, and others should be addressed to **Marci Ostmeyer, Professional Development Director/Title IX Coordinator, 2657 44th Avenue, Columbus, NE 68601 (402) 564-5753 ([mostmeyer@esu7.org](mailto:mostmeyer@esu7.org))**. [Title IX Policy of Non-Discrimination](#).

#### 2. Two Year Calendar

- a) The Board of Education approves a two-year calendar
- b) Calendars are available online\* and on the ESU 7 website

#### 3. Vision

To be a leader in innovative service delivery, ESU 7 prioritizes three areas: people, services, and efficiency

- a) People: To be a family centered place to work where people are inspired to continue to grow
- b) Services: Provide innovative services for school districts to meet current and anticipate future needs
- c) Efficiency: Maximize our services by scaling them up to optimize outcomes

#### 4. Mission

The mission of ESU 7 is to provide leadership and support by delivering customized and innovative services.

#### 5. Beliefs

- a) We believe in...
  - (1) People first
  - (2) Leading with trust and reliability
  - (3) Customized and innovative services
  - (4) Best practice expertise
  - (5) Intentional data driven service planning
  - (6) Authentic collaboration
  - (7) Maximizing efficiencies

#### 6. Board of Education Members

Richard Stephens, District 1  
Gary Wieseler, District 2  
Jennifer Miller, District 3  
Richard Luebbe, District 4  
Jack Young, District 5

Bob Arp, District 6  
Dan Hoesly, District 7  
Doug Pauley, District 8  
Joyce Baumert, District 9  
Marni Danhauer, District 10  
Donald Ellison, District 11  
Dawn Lindsley, District 12

7. Lines of Responsibility

a) Chain of Command - *Any employee with a conflict is encouraged to first talk with the person(s) with whom he/she is in conflict. If, after this conversation, the situation is not resolved, and there is a need for a third party, follow the chain of command outlined below.*

(1) General Chain of Command

- (a) Department Director/Coordinator
- (b) Administrator
- (c) Board of Education

(2) On Matters Involving Professional Development

- (a) Professional Development Coordinator
- (b) Professional Development Director
- (c) Administrator
- (d) Board of Education

(3) On Matters Involving Special Education (non-Center/Learning Academy)

- (a) Special Education Coordinator
- (b) Special Education Director
- (c) Administrator
- (d) Board of Education

(4) On Matters Involving Center

- (a) Teacher
- (b) Student Services Principal
- (c) Special Education Director
- (d) Administrator
- (e) Board of Education

(5) On Matters Involving Learning Academy

- (a) Teacher
- (b) Student Services Principal
- (c) Special Education Director
- (d) Administrator
- (e) Board of Education

(6) On Matters Involving Technology

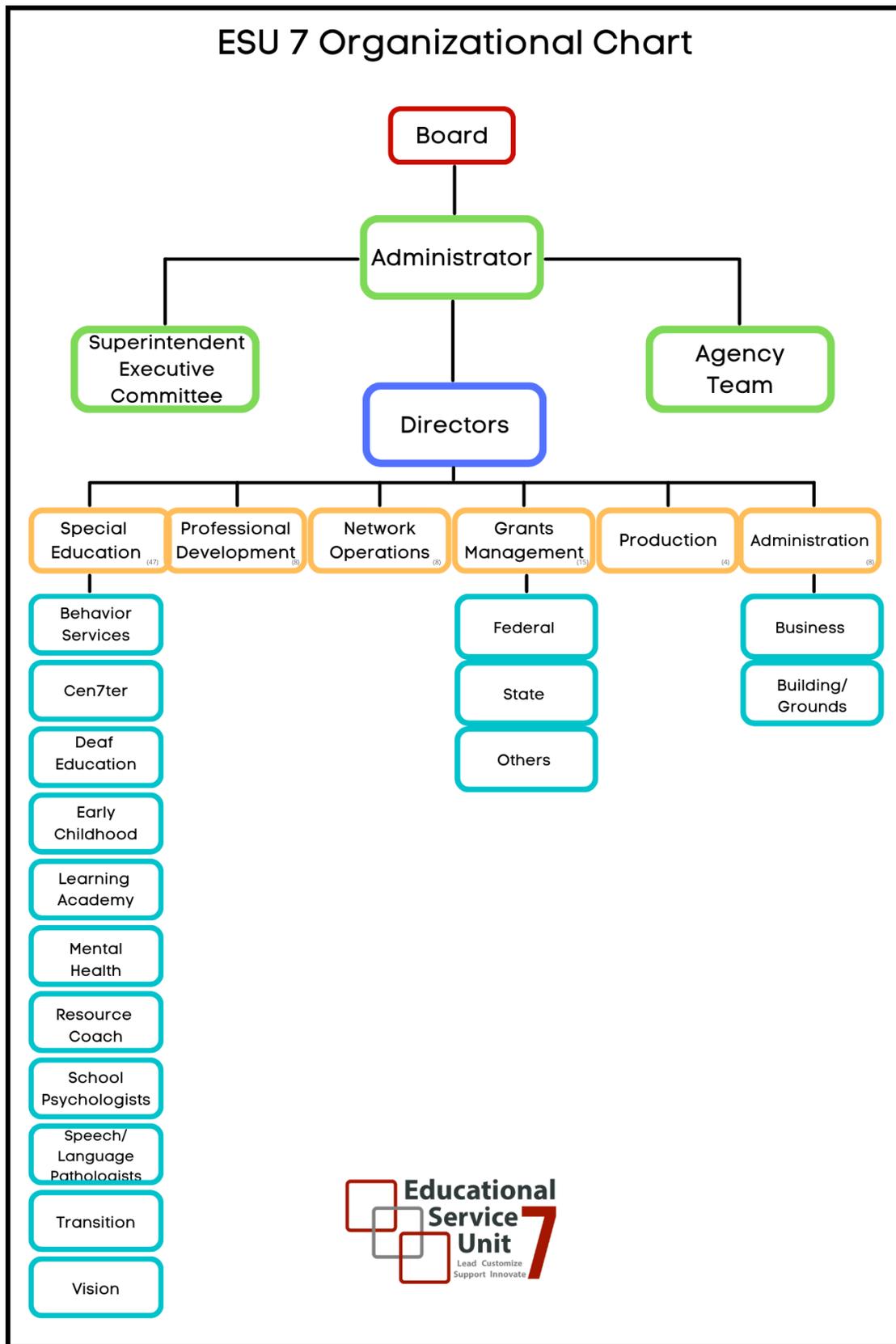
- (a) Network Operations Director
- (b) Administrator
- (c) Board of Education

(7) On Matters Involving Facilities, Vehicles, ESU 7 Campus

- (a) Custodian
- (b) Administrator

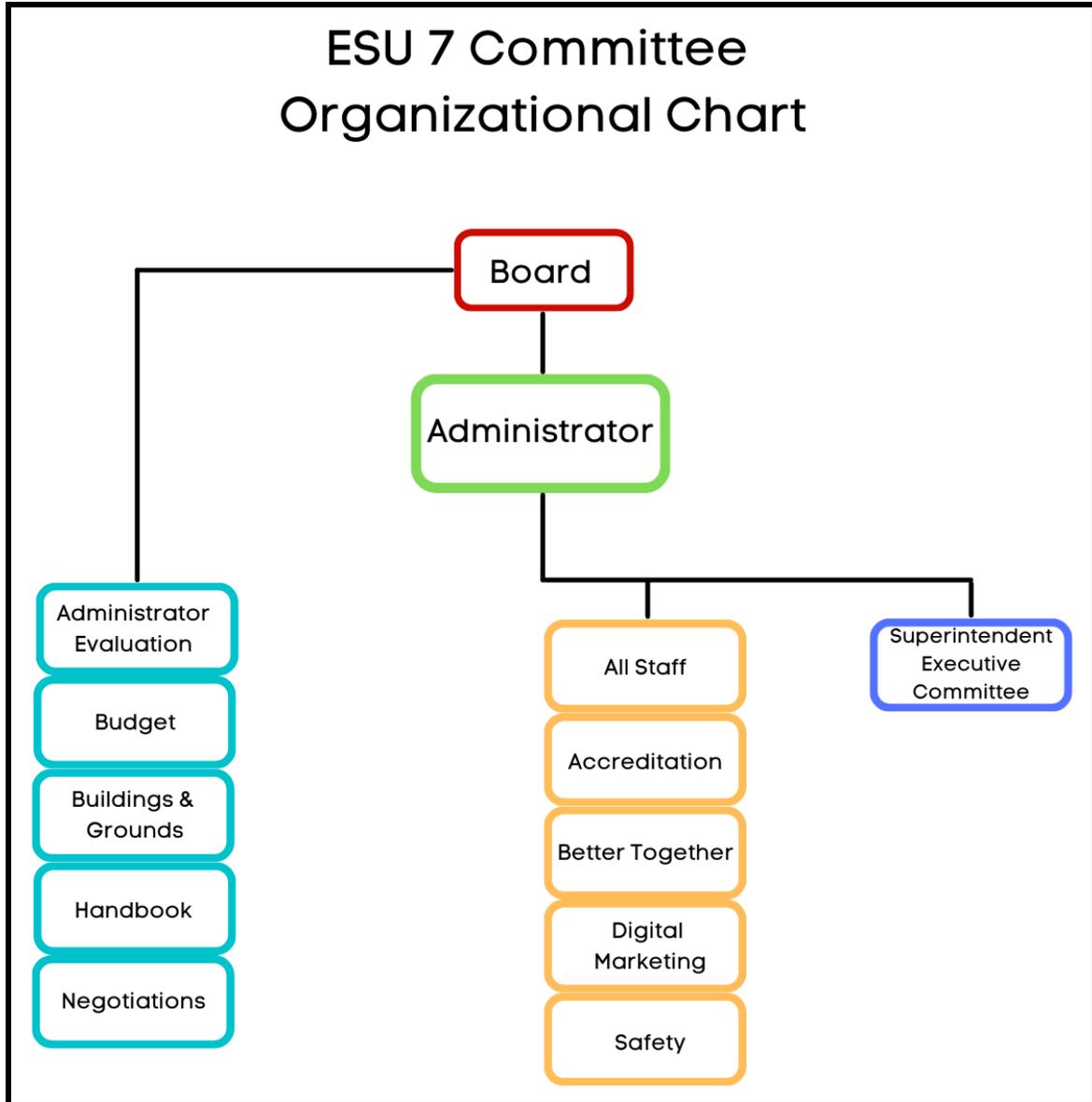
- (c) Board of Education
- (8) On Matters Involving Leadership
  - (a) Coordinator
  - (b) Director
  - (c) Administrator
  - (d) Board of Education
- (9) On Matters Involving Production
  - (a) Production Coordinator
  - (b) Administrator
  - (c) Board of Education

b) Organizational Chart



\*When a handbook item is denoted with an asterisk (\*), a companion document may be found in the appropriate ESU 7 Google Shared Drive.

c) Committee Chart



**B. Orientation/Onboarding**

1. Each newly hired employee will participate in orientation/onboarding.
2. Orientation/onboarding will provide the new employee basic procedures and information necessary to begin work.
3. Topics for orientation/onboarding will be calibrated to the employee's position.

**C. Mentoring\***

1. Each newly hired permanent employee will be assigned a mentor.
2. The topics for Mentoring will be calibrated to the employees needs and suggestions.
3. Meeting times will be mutually agreed upon between mentee and mentor.

*\*When a handbook item is denoted with an asterisk (\*), a companion document may be found in the appropriate ESU 7 Google Shared Drive.*

## **D. Work Day**

See [Article IV, Section 8, A Fair Labor Standards Act Policy](#) (Minimum Wage & Overtime)

1. Business Hours
  - a) ESU 7 business hours are set by the Administrator.
  - b) Offices open at 7:30 and close at 4:30
  - c) Some departments hours differ and are set by the Administrator
2. Time Cards
  - a) Employees whose job requires hourly tracking will use the electronic system for clocking in/out
  - b) Electronic time cards are approved by designated department supervisors
3. Work Week
  - a) The work week for overtime purposes shall be 12:00 AM Monday until 11:59 PM Sunday.
  - b) The Administrator may establish a different 7-day period workweek from time to time for specified employees or employee groups.
4. Overtime
  - a) Overtime will be paid to non-exempt employees as required by law; that is, when a non-exempt employee works more than 40 hours in a work week.
  - b) Compensatory pay in-lieu of overtime pay may be implemented in accordance with law.
  - c) A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.
5. Remote Work

See [Remote Work Guidance and Expectations](#)

  - a) Remote work locations are not guaranteed and may be utilized for a temporary time.
  - b) Department Directors and Supervisors have the final decision if an employee may work remotely.
  - c) ESU 7 staff members working remotely are, in general, held to the same expectations as when working in non-remote locations.

## **E. Payment of Salary**

See [Article IV, Section 10 Professional Employees Policies](#)

See [Article IV, Section 11 Classified Employees Policies](#)

1. Professional/Certificated/Classified Exempt Employees/Classified (245 days)
  - a) Annual salary shall be paid in twelve equal payments in accordance with ESU 7's payment practices.
  - b) Each salary installment is payable on the 20th day of each month unless the 20th falls on a Saturday or Sunday, payment will be made the Friday before the 20th.

2. Classified Employees on contracts less than 245 days
  - a) The Party shall be paid their hourly rate for actual time worked.
  - b) Compensation will be paid a month in arrears on the 20th day of the month unless the 20th falls on a Saturday or Sunday, payment will be made the Friday before the 20th.

#### **F. Early Closings**

1. ESU 7 will close two hours early on the last day of work preceding Thanksgiving, Christmas and July 4.
2. Weather Days
  - a) ESU 7 offices will close on snow days at the discretion of the Administrator or designee. [Link to Snow Days If-Then.](#)
  - b) Employees will be notified via the established emergency notification system, Facebook, 1011 News, or AlphaMedia for an announcement.
  - c) If ESU 7 is open during inclement weather, employees, if unable to be at work, may take with supervisor approval, a vacation day, a personal day, a pay deduction, or make up the day. Please refer to Show Days IF-Then\*.

#### **G. Break Times**

1. During ESU 7 regular operating calendar, the non-certificated/classified employees are provided a paid 15 minute AM and PM break per four hours of work, plus a one hour unpaid lunch.
2. As a general rule, breaks should be taken away from your workstation or other workstations to ensure work is being completed while on work time.
3. Accrual, banking, or accumulating unused break or lunchtime is not allowed.
4. Unused breaks/lunch time may not be taken by an employee to change employee's scheduled work start or stop times or used to lengthen the meal period.
5. Limit personal phone calls to break times and lunch hours as much as possible.

## **II. Employment Benefits**

### **A. Health Insurance**

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days  
Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,981.12/or \$831.76/mo. (prorated to your FTE). The difference in premiums will go towards the employee's share of premium or to their HSA.
2. Professional 12 Month Employees - 225 Days  
Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,981.12/or \$831.76/mo. (prorated to your FTE). The difference in premiums will go towards the employee's portion of premium or to their HSA.
3. Master Agreement 9 Month Employees - 185 Days

Full \$1,050/\$3,800 HSA Deductible Blue Cross/Blue Shield Single Policy \$9,981.12/or \$831.76/mo. (prorated to your FTE). The difference in premiums will go towards the employee's portion of premium or to their HSA.

**B. Life Insurance - All Employees**

Life \$25,000.00 (must be at least .40 FTE)

**C. Long Term Disability - All Employees**

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Board Pays premium
2. Must be at least .50 FTE

**D. Retirement - All Employees**

1. 9.78%
2. Board matches 101%

**E. Section 125 Cafeteria Plan - All Employees**

See [Article IV, Section 1, D Employee Benefits Policy](#)

1. Medical Expenses, Insurance
2. Dependent Care

**F. Optional Benefits - All Employees at Employee Expense**

1. AFLAC Insurance
2. Vision Insurance
3. Additional \$100,000 Life Insurance (available for spouse/ dependents)
4. Payroll deductions for 403b plans
5. Payroll deductions for HSA plans
6. Student loan forgiveness

**III. Attendance and Leaves**

**A. Personal Leave**

See [Article IV, Section 9, G Personal Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
  - a) 2 Days Personal
  - b) Prorated if working less than 245 days.
2. Professional 12 Month Employees - 225 Days
  - a) 2 Days Personal
  - b) Prorated if working less than a twelve month contract.
3. Master Agreement 9 Month Employees - 185 Days
  - a) 2 Days Personal

- b) Prorated if working less than 1.0 FTE.

## **B. Sick Leave**

See [Article IV, Section 9, E Sick Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
  - a) 12 Days Sick Leave (1 day per month worked).
  - b) Prorated if working less than 245 days.
2. Professional 12 Month Employees - 225 Days
  - a) 12 Days Sick Leave (1 day per month worked).
  - b) Prorated if working less than a twelve month contract.
3. Master Agreement 9 Month Employees - 185 Days
  - a) 15 Days Sick Leave.
  - b) Prorated if working less than 1.0 FTE.

## **C. Vacation Time**

See [Article IV, Section 9, J Vacation Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
  - a) 10 Days Vacation (15 days on 6th year of employment)
  - b) No vacation if working less than 245 days
2. Professional 12 Month Employees - 225 Days  
No vacation
3. Master Agreement 9 Month Employees - 185 Days  
No Vacation

## **D. Bereavement**

See [Article IV, Section 9, F Bereavement Leave Policy](#)

1. Classified/Professional 12 Month Employees - 245 Days
  - a) 3 Days Family Bereavement
  - b) 1 Day Non-Immediate Family Bereavement
2. Professional 12 Month Employees - 225 Days
  - a) 3 Days Family Bereavement
  - b) 1 Day Non-Immediate Family Bereavement
3. [Master Negotiated Agreement](#) 9 Month Employees - 185 Days
  - a) 3 Days Family Bereavement
  - b) 2 Days Personal Friend or Other Relative Bereavement
  - c) Employees may request 2 additional bereavement days without loss of pay from the SPED Director or designee for the funeral of a personal friend or relative not included in the immediate family. Leave granted will be charged against sick leave.

## **E. Short Term Leave**

See [Article IV, Section 9, O Jury Duty Leave Policy](#)

See [Article IV, Section 9, P Subpoena to Testify Leave Policy](#)

See [Article IV, Section 9, M Military and Family Military Leave Policy](#)

1. Jury Duty
  - a) Employees who are called for jury duty will be granted a short-term leave with full pay for time needed.
  - b) Employees who receive notification of jury duty are to report this to their immediate supervisor.
  - c) Any compensation for jury duty, excluding expenses, shall be forwarded to the ESU business office.
2. Subpoena to Testify
  - a) Employees who are subpoenaed for witness duty will be granted a leave with full pay for time needed.
  - b) Employees who receive a subpoena for witness duty are to report this to their immediate supervisor.
3. National Guard or Reserve Duty  
Employees who are called to such duty are to notify their immediate supervisor.

#### **F. Maternity Leave**

See [Article IV, Section 9, H Maternity Leave Policy](#)

Leave for maternity reasons can be applied for under the guidelines set up for sick leave.

### **IV. Professional**

#### **A. Job Description\***

See [Article IV, Section 2, A Staff Handbooks and Job Descriptions Policy](#)

1. Job descriptions are required for each position.
2. A new description or alterations in an existing position must be reviewed by the Department Supervisor and approved by the Administrator.

#### **B. Classified Employee Contract**

See [Article IV, Section 11, A Classified and Non Certificated Employees Defined Policy](#)

1. Definition
  - a) Classified employees are any employee or assignment which is not within the definition of professional employee.
  - b) Non-certificated employee, is a classified employee and means any employee who is not a teacher, nurse, or otherwise in a position or assignment which requires a certificate issued by the Commissioner of Education.
2. The applicant selected for and accepting a position must complete contract and payroll information with the administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator or designee and employee. New contracts will be given to classified employees within 60 days of the new contract year to be returned to the administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date may indicate refusal of the offered contract.

*\*When a handbook item is denoted with an asterisk (\*), a companion document may be found in the appropriate ESU 7 Google Shared Drive.*

### **C. Professional Contract**

See [Article IV, Section 10, A Professional Employees Defined Policy](#)

#### **1. Definition**

Professional employees are those in a position or assignment which may or may not require a special service certificate issued by the Commissioner of Education. Professional employees shall not be extended continuing contract rights. Professional employees are by nature at will.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator or designee and employee. New contracts will be given to professional employees within 60 days of the new contract year to be returned to the Administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date may indicate refusal of the offered contract.

### **D. Certificated Contract**

See [Article IV, Section 10, A Professional Employees Defined Policy](#)

#### **1. Definition**

Certificated employees means any teacher or other employee in a position or assignment which requires a certificate issued by the Commissioner of Education. Certificated employees as defined shall be extended continuing contract rights.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator/designee and employee. Certificated employee contracts in good standing, those covered by the ESU Special Education Negotiated Agreement, automatically roll over to the following year after 11:59 PM, April 15.

### **E. Grant Employee Contract**

#### **1. Definition**

Grant employees are those in a position or assignment which may or may not require a special service certificate issued by the Commissioner of Education. Grant employees shall not be extended continuing contract rights. Professional employees are by nature at will.

2. The applicant selected for and accepting a position must complete contract and payroll information with the Administrator or designee prior to starting work. Any changes in the contract must be signed by the Administrator/designee and employee. New contracts will be given to grant employees within 60 days of the new contract year to be returned to the Administrator or designee on a specified date to sign and return. Failure to return the contract by the designated date **may indicate** refusal of the offered contract. Grant Employee Contracts are contingent upon grant funding.

## **F. Employee File**

See [Article IV, Section 7, A Employee Files Policy](#)

1. The personnel file for each employee will be kept and maintained by the Administrator or designee.
2. The administration shall protect the confidentiality of personal information in records regarding personnel beyond salaries and routine directory information.
3. Employee files may contain job application materials, contracts, evaluations, and other supporting documents.
4. Information regarding an employee's medical condition or history is maintained in a separate medical file in the same office and treated as confidential.
5. Employees may request to view the contents of their folder with Administrator or designee present, but may not take the contents out of the folder and off the ESU 7 campus.
6. Employees may make a copy of the contents with the Administrator or designee present.

## **G. Professional Presence**

1. ESU 7 personnel are expected to dress in a professional manner and in good taste as well as maintaining good hygiene.
2. Useful expectation is to dress one level above the audience.

## **H. Professional Boundaries Between Employees and Students**

See [Article IV, Section 5, E Professional Boundaries Between Employees and Students Policy](#)

1. All employees are expected to observe and maintain professional boundaries between students and themselves.
2. The non-exclusive list of actions in Article IV, Section 5, E will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student.
3. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action up to or including termination.
4. A violation of the Professional Boundaries Between Employees and Students Policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## **I. Face Masks**

All staff will be required to, at a minimum, follow the mask guidelines defined in ESU 7 Return to Services/School Plan.

## **J. Copyrighted Materials**

See [Article IV, Section 5, H Copyright Policy](#)

1. ESU 7 encourages its employees to be creative, innovative and to engage in continuous learning and advancement. These aims are intended to contribute towards each employee's professional development, enhance ESU 7's reputation and image among its constituents, and improve student learning.

2. The ESU Board owns all covered work and any other intellectual property interest created by ESU employees in their capacity as an ESU employee or created with any ESU-sponsored resources. Employees shall have no claim to any ownership rights in such works and shall take whatever steps necessary to comply with this policy.

#### **K. Mother's Room**

Identified areas are posted in the North Building, South Building, and Learning Academy.

#### **L. Drug-Free Workplace/Campus**

See [Article III, Section 7, B Tobacco Policy](#)

See [Article IV, Section 5, A Drug-Free Workplace/Campus Policy](#)

1. The ESU 7 workplace includes all ESU property, ESU-utilized vehicles, any place in which ESU employees perform duties, and any place in which ESU activities are held. This includes all ESU 7 buildings, parking lot, and contiguous grass/rock areas.
2. ESU 7 is a non-smoking campus. Non-smoking includes the ban of electronic cigarettes, cigars, cigarettes, vapor products, and any alternative nicotine products or the use of tobacco in any form.

#### **M. Student Confidentiality**

See [Article III, Section 9, B Student Records Policy](#)

See [Article V, Section 5, A Child Abuse and Neglect Policy](#)

Employees are to maintain confidentiality of information concerning employees, students, and parents within all districts served.

#### **N. ESU 7 Email**

See [Article III, Section 7, G Internet Safety Policy](#)

See [Article IV, Section 5, D Civility Policy](#)

ESU 7 email account shall be used for all ESU 7 business and correspondence.

#### **O. Evaluation\***

See [Article IV, Section 10, G Evaluations Policy](#)

1. Every permanent certificated, professional, and director is evaluated following the established timelines.
  - a) New employees are evaluated two times a year for the first three years.
  - b) Formal evaluations after year three occur every two years
2. Classified/Non-Certificated Employees  
Formal evaluations are generally completed one time a year

#### **P. Exit Conference**

All employees leaving Educational Service Unit 7 are offered an exit conference with the Administrator or designee.

## V. Technology

See [Article III, Section 7, G Internet Safety Policy](#)

- A. ESU 7 monitors all technology and internet activity
- B. ESU 7 employees will be issued appropriate technology devices as job duties require

## VI. General Procedures

### A. Grievance Procedures

See [Article III, Section 10, B Complaints or Concerns of Employees Policy](#)

ESU 7 has a procedure for filing a grievance, either Section 504 related or employment related.

### B. Sexual Harassment

See [Article III, Section 10, B Complaints or Concerns of Employees Policy](#)

1. Sexual harassment is prohibited on any work premises where ESU 7 has total control of the premises or can otherwise lawfully exert its jurisdiction.
2. Reports of sexual harassment are to be made using the established chain of command using the process described in Article III, Section 10, B. Complaints or Concerns of Employees.

## VII. Safety and Security

See [Article IV, Section 6, A Safety Policy](#)

### A. ESU 7 Commitment

1. ESU 7 is committed to providing and maintaining a safe and healthy work environment. The administration makes the safety of employees an integral part of the management function.
2. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries.

### B. Cameras

[Article III, Section 7, I Recording of Others Policy](#)

1. Cameras are located throughout the exterior of the ESU 7 campus and in some locations where student instruction occurs.
2. Video surveillance is in place to protect the ESU 7 property from theft, protect employees from false accusations, and protect students from the same.
3. Videos are used for educational purposes when reflection or redirection is necessary.

### C. Door Locks

1. All exterior doors with access to the ESU 7 buildings are locked at all times. Doors are accessible with ESU 7 issued key cards based on job responsibilities. Any employees without key cards may request access to enter by buzzing in.
2. The Warehouse doors are locked at all times.

#### **D. Alarms**

1. Security alarms are armed in each building at the end of the work day and on weekends.
2. Alarm codes are distributed to designated personnel only.

#### **E. Keys/Badge**

1. Each employee of ESU 7 is issued a photo name badge.
2. Wear the name badge on a daily basis.
3. Keys/name badges with key capability will be issued to designated employees only.

### **VIII. Transportation**

#### [Article V, Section 10, B Safe Driving Standard for Drivers](#)

- A. Each employee responsible for pupil transportation will complete the necessary training.
- B. Each person who drives students in an ESU 7 pupil transportation vehicle shall adhere to safe driving standards as described in ESU 7 policy.
- C. Each person who drives an ESU 7 vehicle for purposes other than pupil transportation shall adhere to safe driving standards as described in ESU 7 policy.

# ESU 7

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

### 2023-2024

After reading this document, I understand the contents of the Educational Service Unit 7 Employee Handbook.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*This signature page is only necessary when the employee is new to ESU 7. Each year after, the handbook is acknowledged via the annual affirmations process **with any additional changes included.***



**Innovative People  
Exceptional Service**

[esucc.org](http://esucc.org)

# SRS

Student Records System

Student Record System



Forms & Information

New and Updated

Protection and Advocacy for  
People with Disabilities

Compares the Component of  
the Legislation for IDEA and  
Section 504

# SCHOOL LEADERS & LAW CONFERENCE

JUNE 14-15, 2023 - KEARNEY

## WEDNESDAY, JUNE 14, 2023 ACTIVITIES

- NASB Member Golf Outing - Kearney Country Club
  - Includes lunch provided by ALICAP
- 6:30 to 11:00 PM - Networking Reception & Hospitality Suite - Younes South Conference Center
  - Join us for an evening of networking that will include prizes from the golf outing, a light dinner buffet, live music, and a hospitality suite.



## THURSDAY, JUNE 15, 2023

- 8:30 AM - Registration & Conference
- 9:00 AM - Know Your Role... the School Board as Judge & Jury (David Kramer - Baird Holm & Megan Neiles-Brasch - Omaha Public Schools)
- 10:00 AM - Break
- 10:30 AM - A Breakouts
  - A1 - The Open Meetings Act: Be Open-Minded about Closed Session (KSB School Law)
  - A2 - Checking the Pulse of Your District & Stakeholder Engagement (Kari Stephens - NASB)
  - A3 - School Liability - Everything from Discrimination Claims to Workplace Injuries (Perry Law Firm)
- 11:15 AM - Break
- 11:45 AM - B Breakouts
  - B1 - Civility in Governance (David Kramer - Baird Holm)
  - B2 - It's Not Just What You do ... It's How You Do It (John Spatz & Marcia Herring - NASB)
  - B3 - Don't Get (Parent) Rights Wrong - (KSB School Law)
- 12:30 PM - Lunch
- 1:15 PM - C Breakouts
  - C1 - Slow as molasses in January ... And Feb, and Mar, and Apr, and May, and June. What the Legislature was finally able to get done in a sticky situation (Colby Coash - NASB)
  - C2 - Best Practices in School Safety & Security (Jay Martin - NDE)
- 2:00 PM - Break
- 2:15 PM - Closing General Session - Hot Legal Topics (Nebraska Council of School Attorneys)
- 3:15 PM - Adjourn

# NASB & ESU7 *Boardsmanship Event*

**NASB Awards of Achievement Points: 15**

June 20, 2023 | 5:30-8:00 p.m.



- 5:30 - 5:50 p.m.  Welcome: Kick off - About Your ESU
- 5:50 - 6:35 p.m.  Dinner Sponsored by Sparq Data.
- 6:40 - 7:10 p.m.  Breakout Session 1
- 7:15 - 7:45 p.m.  Breakout Session 2
- 7:50 - 8:00 p.m.  Wrap Up

## Presenters:



### Marcia Herring

NASB Director of Board Leadership

Cohesive Leadership is More Than a Catchphrase!  
This session will address the importance of a cohesive board and superintendent/ESU Administrator working relationship. What measures are available to the board and administrator to identify strengths and areas of growth that will benefit cohesive leadership. This session will provide resources and tips for improving leadership effectiveness.



### Ronelle Jackson

Licensed Mental Health Practitioner

### Jackie Ternus

School Psychologist

Mental Health in Schools: Explanation and overview of mental health needs and best practices for schools.



### Dan Ellsworth

ESU 7 Network Operations Director

School Cyber Security: This session will review the progress schools have completed this year to protect against cyber threats. The session will also focus on cyber security best practices to consider for board members.



### Colby Coash

NASB Associate Executive Director & Director of Government Relations

2023 Legislative Session: A look back on the bills that passed and a look ahead to 2024.



**Registration Deadline: Friday, June 2nd, 2023**

**From:** Larianne Polk lpolk@esu7.org   
**Subject:** July 1, 2022 - May 15, 2023  
**Date:** May 9, 2023 at 10:33 AM  
**To:** Mindy Reed mreed@esu7.org



LPolk - Leave  
Beginning Date: 7/1/22  
Ending Date: 5/15/23  
Hours: 101.5

Start Date	Calendar	Title	Hours
7/1/22	LPolk - Leave	Vacation Time	4
7/6/22	LPolk - Leave	Vacation Time	9
7/7/22	LPolk - Leave	Vacation Time	9
7/8/22	LPolk - Leave	Vacation Time	0.5
7/8/22	LPolk - Leave	Vacation Time	2.5
7/14/22	LPolk - Leave	Vacation	3
7/15/22	LPolk - Leave	Vacation	4
7/22/22	LPolk - Leave	Vacation Time	4
7/29/22	LPolk - Leave	Vacation Out of Office	4
8/26/22	LPolk - Leave	Vacation (Out of Office)	2
9/29/22	LPolk - Leave	Vacation	2.5
9/30/22	LPolk - Leave	Vacation	4.5
10/14/22	LPolk - Leave	Vacation.	4.5
10/14/22	LPolk - Leave	Vacation	3.5
11/4/22	LPolk - Leave	Vacation (Out of Office)	4.5
11/18/22	LPolk - Leave	Vacation	1.5
1/27/23	LPolk - Leave	Vacation (Out of Office)	4.5
1/27/23	LPolk - Leave	Vacation (Out of Office)	3.5
3/10/23	LPolk - Leave	Vacation - Out of Office	2.5
3/10/23	LPolk - Leave	Vacation - Out of Office	1
3/10/23	LPolk - Leave	Vacation - Out of Office	3.5
3/23/23	LPolk - Leave	Vacation (Out of Office)	3.75
3/23/23	LPolk - Leave	Vacation (Out of Office)	2.25
3/24/23	LPolk - Leave	Vacation (Out of Office)	4.5
3/24/23	LPolk - Leave	Vacation (Out of Office)	3.5

4/27/23	LPolk - Leave	Leave	2
5/11/23	LPolk - Leave	Vacation (Out of Office)	4
5/11/23	LPolk - Leave	Vacation (Out of Office)	3.5
-----			101.5



**Larianne Polk Ed.D.**

**Chief Administrator**

*Strategic · Responsibility · Relator · Achiever · Significance*

**Educational Service Unit 7**

**Address:** 2657 44th Ave., Columbus, NE 68601

**Phone:** (402) 564-5753 Ext.1001

**Mobile:** (402) 720-4977

**Website:** [www.esu7.org](http://www.esu7.org)

Lead • Support • Customize • Innovate





# ESU 7 Goals 2022-2023

## Board of Directors

- Goal 1: By July 2024, the ESU 7 board will create, roll out, and operationalize a formalized process for board recruitment, onboarding, mentoring, and boardsmanship.
  - Pre-Post engagement survey
  - Pre-Post process survey
- Goal 2: By July 2024, the ESU 7 board will attend at least two professional/personal learning events annually.
  - Pre-Post data
- Goal 3: By July 2024, the ESU 7 board will attend the corresponding school district board meetings at least once every two years to report the tailored services provided by ESU 7 and the outcomes measured.
  - Pre-Post data
- Goal 4: By July 2024, the ESU 7 board will create, roll out, and operationalize communication materials detailing tailored services and outcomes.
  - Pre-Post data

## Administrator

- Goal 1: Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
- Goal 2: Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
- Goal 3: Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.

## Directors

- Goal 1: By July 31, 2023, Directors will study job expectations and determine actionable steps as a result of the data.

## Agency Team

- Goal 1: By May 18, 2023, the Agency Team will examine data to look at current staffing and deploy strategies to support recruiting and retaining staff.

## Departments

- Administration: By July 2024, ESU 7 Administrative processes will be highly functional.



- Cen7ter: Obtain five new job sites by September 12, 2022 and ensure each student has experience at one new job site by the end of the school year.
- Early Childhood: By May 2023, ESU EC team will organize four informal (outside of Word) activities and incorporate four additional team building activities into already scheduled work related activities with 80% attendance.
- Grants: By December 2022, the Grants Department will send one email to ESU 7 Principals that includes the Grants brochure which outlines services and resources. Hard copies will be disseminated by Grant Coordinators at their discretion.
- Learning Academy: By December 2022, Learning Academy staff will improve program consistency as evidenced by: creating a checklist of forms for incidents, teach and reinforce rules and procedures of Learning Academy to staff and students, provide a way for staff to report concerns, praise, and collaborate, and addressing concerns submitted each week at staff meetings.
- Mental Health: By May 2023, the Mental Health Department will improve the data collection process by piloting two assessments for grades.
- Migrant: By the end of the 2022-2023 MEP Performance Period, the MEP department will build and foster relationships with community partners, schools, and MEP families.
- Network Operations: During the 2022-2023 school year, the Technology Department will develop and implement a system for handling technology requests.
- Production: By May 2023, develop and implement a process to manage workflow with limited staff.
- Professional Development: By May 2023, we will design and implement methods for supporting districts amidst the current educational landscape.
- Psychology: Capture Psych roles and responsibilities through customized data collection systems to document how we support and lead our districts through innovative change.
- Speech: By May 2023, the SLP team will provide at least two resources to all ESU 7 districts regarding roles and responsibilities of SLPs in schools.
- Vision: By May 2023, the Vision team will have met at least five times during the school year with an average of 80% attendance as measured by agenda and attendance forms.



*Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties*

## **ESU 7 Administrator Goals**

- **Goal 1:** Administrator will research and present drafted processes for recruitment, onboarding, mentoring, and boardsmanship for board consideration, revision, and adoption.
  - 11/3/22 Research complete. Established a subcommittee of 2 other ESU administrators to work on the concept. Developed an outline of content. Design of booklet complete. Booklet 60% complete.
  
- **Goal 2:** Administrator will provide the board with an ongoing menu of available learning opportunities at each board meeting aligned to the ESU 7 vision, mission, and/or beliefs.
  - 11/3/22 Developed a badging system to identify the vision, mission, and beliefs as well as the four board goals. Agendas for board development are 'badged' according to VMB and/or Goals using the badges. Badge identified agendas are scanned and provided to the board in the board packet monthly. 100% complete
  
- **Goal 3:** Administrator will coordinate the scheduling of regular board visits over a rolling two year period and will organize a board member summit for ESU 7 area boards to participate in professional learning.
  - 11/3/22 Administrator has worked with executive secretary to develop a schedule of visits to school boards in the ESU 7 region.

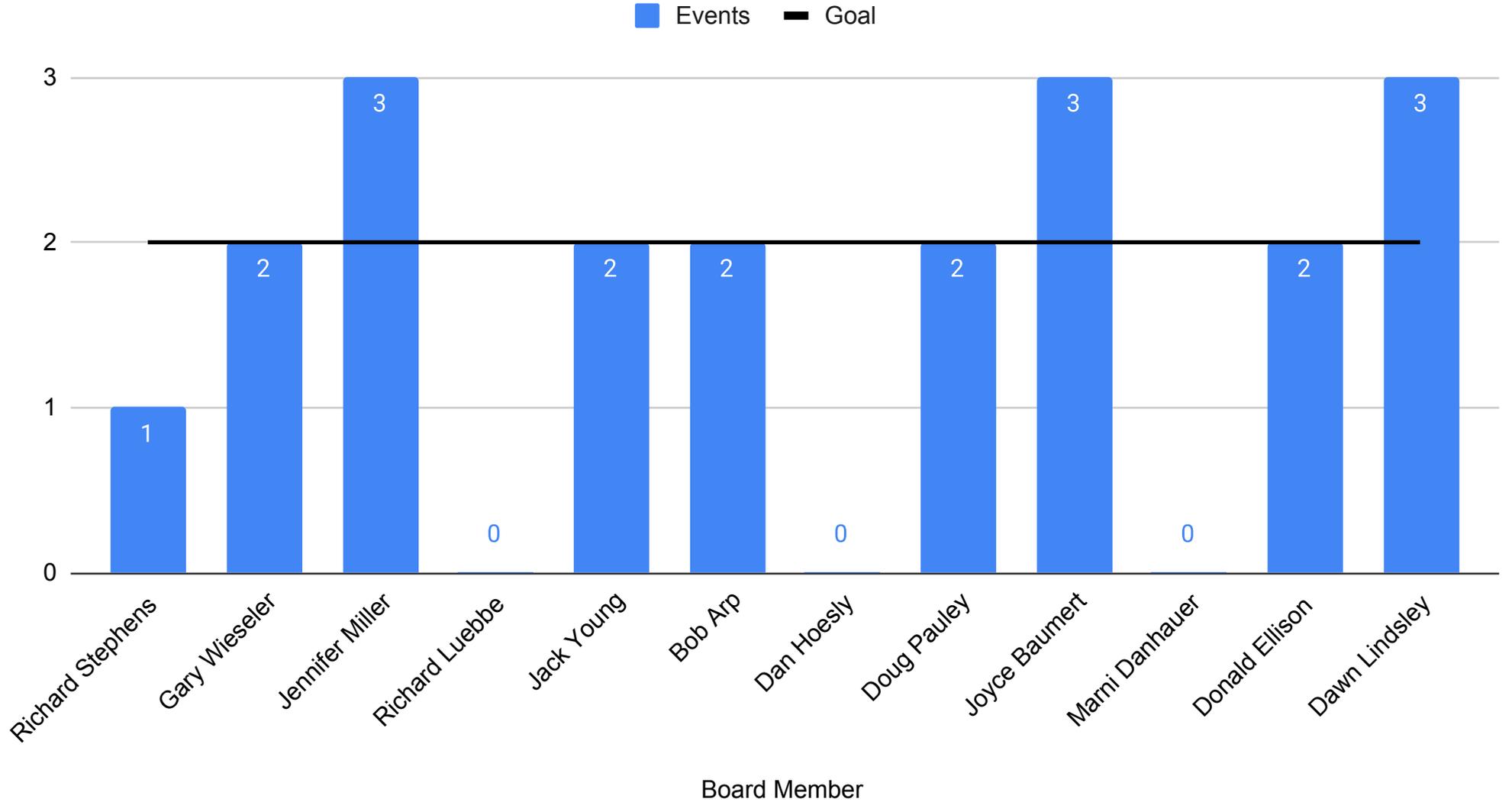


*Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties*

This schedule is built and is Google. At the time of this report, 3 of 19 board visits have occurred.

- In partnership with NASB, a boardsmanship event has been scheduled June 20, 2023 at 5:30.
- Goal is 60% complete
  
- Goal 4: Administrator will determine the data to best communicate to school boards their utilized services and outcomes and will draft communication materials for the board to consider, revise, and finalize.
  - 11/3/22 Draft of the communication document was given to the board and directors for feedback. Changes have been made and the newest revision is complete and ready for use at the next school board visit. Goal is 95% complete.

# Goal 2 - Professional Events 2022-2023



**108th Legislative Session  
Update to the ESU 7 Board  
5.15.2023**

**Legislative Session Convene January 4, 2023**  
**Bills introduced until 10th day, January 18, 2023**  
**Hearings begin January 23, 2023**  
**Adjourn sine die, June 9, 2023**

**Day 70 - Debate began on budget (May 2, 2023)**  
**Day 80 - Budget must be advanced to Governor (May 18, 2023)**  
**Allow 5 days at the end for potential vetoes (~May 25, 2023)**

**830 Bills and 13 Legislative Resolutions bills were introduced.**  
**NASB following 121**  
**NCSA following 111**  
**Every bill gets a hearing.**

[Link to Bill Tracker](#)

<b>Speaker of the Legislature:</b> Senator John Arch, Papillion/LaVista (R), 2-year term	
<b>Education Committee Members:</b> Murman (Chair), Hastings (R) <i>Albrecht</i> , Wayne/S.Sioux (D) <i>Briese</i> , Albion (R) <i>Conrad</i> , Lincoln (D) Linehan, Omaha (R) Sanders, Bellevue (D) Walz, Fremont (D) <i>Wayne</i> , Omaha (R)	<b>Appropriations Committee:</b> Clements (Chair) Armendariz Dorn Dover Erdman Lippincott McDonnell Vargas Wishart
<b>Revenue Committee:</b> Linehan (Chair) Albrecht Briese Bostar	<b>Retirement Committee:</b> McDonnell (Chair) Clements Conrad Hardin

<i>Dungan</i> <i>Kauth</i> <i>Murman</i> <i>von Gillern</i>	Ibach Vargas
--	-----------------

*~Each senator may select one priority bill, each committee may select two priority bills, and the speaker may select up to 25 priority bills. This session following the unprecedented filibustering, only priorities will get scheduled for debate.*

### **Rules Committee, Sen. Erdman**

- In order to have a full and fair debate on legislation, 8 hours of debate before a cloture motion for General File, 4 hours on Select File, and 2 hours on Final Reading. However, if no filibuster occurred in either the first or second rounds, the threshold for a full and fair debate could be 4 hours on Final Reading. (A cloture motion, if successful, would cease debate on a bill and require an immediate vote on the pending matter. The cloture motion currently requires an affirmative vote of 33 members.)

April 5, 2023 - Governor appointed Carolyn Bosn to replace Senator Susanne Geist of District 25 (Lincoln)

Each bill summary is organized by department as:

**Bill Number/Amendment Number (Senator's last name), Sponsor Committee - One-liner**

Summary Description. **New info in blue.**

**Action (new action in bold)**

**Orange is the link to Slip Law**

**Red means in opposition, Green means proponent**, regular type is neutral or monitor

## **Table of Contents**

[Education Committee Packages Predictions](#)

[ESUs](#)

[State Board of Education](#)

[Mental Health](#)

[Special Education](#)

[Technology](#)

[General Education](#)

[Finance](#)

[Teacher Shortage](#)  
[Higher Education](#)  
[Open Meetings Act](#)

## **Education Committee Packages**

### **LB 705 AM1468 Education Committee Package**

January 18, 2023 Introduced

January 20, 2023 Education

February 21, 2023 Hearing

March 13, 2023 Education Priority Bill

13 Motions/Amendment Filed

April 19, 2023 Possible move to General File as the Title Bill for Committee Package

April 26, 2023 General File with AM1468 (Package)

April 27, 2023 AM1528 Filed (Behavior health training)

May 2, 2023 AM1558 Filed and Adopted (Organizations)

May 2, 2023 AM1528 Adopted

May 2, 2023 AM1531 Filed and Adopted (516Safety Infrastructure and Safe2Help)

May 2, 2023 AM1529 Filed and Adopted (222Juvenile Court Record sharing-HE)

May 2, 2023 AM1555 Filed and Adopted (Homework while suspended)

May 2, 2023 AM1468 Adopted

May 5, 2023 Select File

May 8, 2023 AM1642 Filed (201FAFSA)

May 9, 2023 Enrollment and Review Final

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

- 1. LB 705 (Murman), Education - Lottery Funds Distribution** provides for a new distribution of lottery funds for educational purposes. The total amount of funds available is approximately \$24.5 million. The bulk of the funds will continue to be used for post secondary scholarships. Eight percent of the funds will be dedicated for behavioral training (related to LB 811) beginning in 2024 through 2029. Nebraska Education Improvement Fund for 2023-24: 62%.....Nebraska Opportunity Grant Fund; 17%.....Innovative Grant Fund; 9%.....Community College Gap Assistance Program Fund; 8%.....Excellence in Teaching Cash Fund; 3%.....Distance education initiatives; and

1%.....Expanded Learning Opportunity Grant Fund.  
 Nebraska Education Improvement Fund for 2024-29:  
 58%.....Nebraska Opportunity Grant Fund;  
 10%.....Department of Education Innovative Grant Fund;  
 8%.....Behavioral Training Cash Fund (LB 811);  
 8%.....Excellence in Teaching Cash Fund / Career Readiness and Dual Credit Fund;  
 7%.....Community College Gap Assistance Program Fund;  
 3%.....Distance education initiatives;  
 2%.....College Pathway Program Cash Fund;  
 1.5%.....Expanded Learning Opportunity Grant Fund;  
 1.5%.....Mental Health Training Cash Fund; and  
 1%.....Door to College Scholarship Fund.

2. **LB 153 (DeBoer), Education - Adopt the Extraordinary Increase in Special Education Expenditures Act.** This bill would create the Extraordinary Increase in Special Education Expenditures Act in order to help school districts having difficulty covering large unexpected special education expenditures. The bill intends to appropriate \$10 million from the Education Future Fund (LB 681) for fiscal year 2023-24 and make future appropriations as necessary.
3. **LB 356 (Walz)** clarifies that only colleges or universities with a physical location in Nebraska are eligible for students to apply Nebraska Opportunity Grant funds.
4. **LB 372 (Murman)** requires each school board to allow the part-time (1) enrollment of students, for all courses selected by the students, who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or home school. Current policies limit the courses part time students may enroll, (2) any non-public student to participate in extracurricular activities, with only 5 credits.
  - i. Concerns: (a) part time students may have preference over full time students on a waiting list, (b) eligibility guidelines would need to be adjusted if part time students may participate, (c) little to none may be known about the part time student's health. Could cause some risks to schools if there were an emergency.
5. **LB 385 (Linehan) - Education - Adopt the Nebraska Teacher Recruitment and Retention Act** \$10M for teacher recruitment/retention grants. Teacher retention for hard to hire staff. Need an amendment to include ag.
6. **LB 414 (Conrad), Education - Change provisions relating to the enrollment option program**
  - a. SPED Director decides on case by case basis if the sped capacity is full.
7. **LB 520 (Walz), Education - Change provisions relating to high school graduation requirements and academic content standards and the Computer Science and Technology Education Act.**
  - a. Clean up the computer science bill passed last year. Schools can incorporate computer science instruction in already existing curriculum. Moves the date to

27-28 rather than 26-27. Also allows the requirement to be met by a single course or a combination of HS courses that cover the computer science standards.

8. **LB 603 (Linehan) Alternative teaching certification.** Change provisions relating to Alternative Certification for Quality Teachers Act. Amends the Alternative Certification for Quality Teachers Act and permits the Commissioner of Education to issue an alternative certificate to teach on a full-time basis to any applicant who has a bachelor's degree and completes an online course offered by a national organization. The entity bringing the legislation forward is the American Board for Certification of Teacher Excellence. As amended, LB 603 would add a prerequisite of one semester of student-teaching prior to receiving a state teaching certificate.
9. **LB 632 (McKinney)** As amended, LB 632 makes the legislation applicable to ALL public school districts and amends the Student Discipline Act. Under the amendments, an elementary school may not suspend a student in pre-kindergarten through second grade. Each school district must develop a policy to implement these provisions, which must include disciplinary measures inside the school as an alternative to suspension. As amended, an elementary school may suspend a student in pre-kindergarten through second grade if the student brings a deadly weapon on school grounds, in a school vehicle, or at a school-sponsored activity or athletic event.
10. **LB 708 (Arch)** would require the Office of Probation Administration, the State Court Administrator, NDE, and DHHS to enter into a memorandum of understanding by October 1, 2023, for the sharing of data regarding students who are under the jurisdiction of the juvenile court. The memorandum would include the intent for NDE to contract with an outside consultant with expertise in the education of court-involved students to assist in the development of policies and procedures. The consultant would provide a draft report containing the recommendations to the appropriate agency representatives and to the Commissioner of Education, the chief executive officer of DHHS, and the Chief Justice of the Supreme Court by September 1, 2024.
11. **LB 724 (Vargas)** eliminates the test for basic skills competency and content knowledge. Basic skills competency is defined as either (a) proficiency in (i) the written use of the English language, (ii) reading, comprehending, and interpreting professional writing and other written materials, and (iii) working with fundamental mathematical computations as demonstrated by successful completion of an examination designated by the board or (b) successful employment experiences. Note that LB 724 would be amended to require entry-level teachers to still complete content-specific requirements.
12. **LB 762 (DeBoer)** State organized apprenticeship program. as modified under AM1681 on Select File, requires NDE to create and administer the Nebraska Teacher Apprenticeship Program. The purpose of the program is to help recruit and increase the number of teachers throughout the state by utilizing an apprenticeship model for training. The program shall provide for an applicant who successfully completes the program to obtain a certificate or permit issued by the Commissioner of Education.

13. **LB 647** (McDonnell) Text book loan to non-public schools. Clean up way of doing this. May use ESUCC as the 3rd party to organize this process. Takes the administrative onus off the school district.
14. **LB 787 (WAhne)** Adopt the STEEM Development Act. \$5m grant for application.
15. **LB 811 (Murman) - Education** - Change provisions relating to the Student Discipline Act and provide for use of physical contact or physical restarting or removal from a class in response to student behavior, provide for behavioral awareness and intervention. Creates the Behavioral Intervention Training and Teacher Support Act and provide funding through lottery proceeds. As amended, the measure retains the training program and provides a duty for NDE to create a model policy on behavioral management.
16. **LB 201** (Vargas) would change high school graduation requirements and require high school students to complete the Free Application for Federal Student Aid (FAFSA) form for federal financial aid for their postsecondary education beginning in the 2024-25 school year. The school principal or the school principal's designee of each public high school will provide the compliance information to NDE. A school principal or designee will also provide separately the aggregate number of students who have not complied.
17. **LB 222** (Fredrickson) prohibits a publicly funded college or university, as part of its student application and admission process, from inquiring about criminal history or juvenile court records regarding an applicant to the college or university, except as otherwise specifically required by state or federal law or when the information is offered voluntarily by an applicant. (These provisions were added on Select File under AM1681.)
18. **LB 516** (Walz) would create the School Safety and Security Reporting System Act. The measure would create regionally focused security specialists operating under the state school security director. The bill would allocate \$15 million to the Commissioner of Education to create a grant program to fund school security projects. The projects can include, but not limited to, surveillance equipment, door-locking systems, and double-entry doors for school buildings. As amended, LB 516 would maintain the original provisions of the bill and also provide an annual appropriation of \$870,000 from the General Fund for the School Safety and Security Reporting System Act (Safe2Help Nebraska).
19. **LB 585 (Hughes) Education** - Change a duty of the state school security director and require behavioral and mental health training for certain school personnel. The measure expands the existing requirement that all public school employees who interact with students and any other appropriate personnel, as determined by the school superintendent, must receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The training may include topics such as (i) identification of early warning signs and symptoms of behavioral and mental health issues in students, (ii) appropriate and effective responses for educators to student behavioral and mental health issues, (iii) trauma-informed care, and (iv) procedures for

making students and parents and guardians aware of services and supports for behavioral and mental health issues.

20. **LB 648** (McDonnell) modifies existing provisions relating to high school equivalency programs. The bill would ensure an annual appropriation of \$750,000 and provide that such funds would be used by NDE to provide assistance to institutions that offer high school equivalency programs and for expanding services and programs to support the completion of the general educational test.
21. **LB 698** (Murman) grants residency and education benefits to veterans of the U.S. Space Force, eliminates redundant language, and aligns Nebraska's statutes with federal law.
22. **LB 703** (Murman), as amended, provides that the state purchasing bureau would be responsible for all purchases by all state agencies other than the University of Nebraska and the Nebraska state colleges.
23. **LB 774** (Vargas) provides comprehensive changes to the Student Discipline Act. Among the changes, any student who is suspended will be given an opportunity to complete any classwork and homework missed during the period of suspension, including exams. Each district must develop and adopt guidelines that provide the student with the opportunity to complete classwork and homework. Those guidelines may not require the student to attend the school district's alternative programs for expelled students in order to complete classwork and homework. The student or the student's parent or guardian can request designation of a hearing examiner other than the hearing examiner recommended by the superintendent. Overall, this measure would make significant changes in the Student Discipline Act appeals process, which will have an effect on both large and small schools.
24. **LB 805** (von Gillern) requires each school district, upon request, to allow a representative of any youth organization to provide (a) oral or written information to the students of the school district regarding the youth organization and how the youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and (b) services and activities to any student of the school district who is a member of the youth organization. As amended, each school district must make a good faith effort to select a date, time, and location for each requesting youth organization to provide such information, services, or activities that is mutually agreeable to the school district and to the youth organization. Oral information may only be provided during non-instructional time.

## **ESUs**

### **LB 48 (Dorn), Appropriations - Increase in ESU core service dollars.**

These dollars will go into the formula to increase core service dollars \$3m in 23-24 and \$3.48m 24-25.

ESUCC POSITION: **Support**

**January 5, 2023 Introduced**

**January 9, 2023 Appropriations**

**March 15, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

### **LB 299 (Linehan), Committee - Require approval by the voters of a school district or educational service unit for the *issuance of certain bonds* under the Interlocal Cooperation Act.**

No JPA to build a building without the vote of the people. This is removing the authority of local control. Specific to school districts and ESUs.

ESUCC POSITION: **Neutral**

NDE-Monitor

**January 11, 2023 Introduced**

**January 24, 2023 Hearing**

**February 7, 2023 General File**

**February 24, 2023 Select File**

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

### **LB 287 (Brewer) - Government, Military and Veterans Affairs Committee - Eliminate Joint Public Agencies**

Moving forward, the bill will eliminate Joint Public Agencies entirely.

ESUCC PRIORITY: **HIGH**

**January 11, 2023 Introduced**

**January 13, 2023 Government, Military and Veterans Affairs Committee**

**March 24, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 332 (Linehan), Education - Prohibit creation of new joint public agencies with power or authority relating to education.**

Description.

ESUCC PRIORITY: **HIGH**

**January 11, 2023 Introduced**

**January 13, 2023 Education**

**March 21, 2023 Hearing**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 702 (Murman), Education - Change provisions to Educational Service Units.**

Introduced bill simply changes the word “state’s” to “Nebraska’s”. Some reason to believe non-public schools may be added as member schools.

**ESUCC Monitor**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

**February 21, 2023 Hearing**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 800 (Murman), Education - Change provisions relating to the Superintendent Pay Transparency Act; to change provisions relating to and provide a limit for superintendent and educational service unit administrator compensation; to define terms; to harmonize provisions; and to repeal the original sections.**

**ESUCC Monitor**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

**January 31, 2023 Hearing**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

## **State Board of Education**

**LR24CA (Albrecht), Education - Constitutional amendment to eliminate the State Board of Education and provide for the Governor to appoint the Commissioner of Education.**

Governor will appoint the Commissioner and will eliminate the State Board of Education.

ESUCC PRIORITY: **HIGH**

**January 13, 2023 Introduced**

**January 18, 2023 Education**

**March 7, 2023 Hearing**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LR 29CA (Linehan) - Education - Constitutional amendment to provide term limits to members of the State Board of Education**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 690 (Linehan) Education - Change provisions relating to powers and duties of the State Department of Education, State Board of Education, and Commissioner of Education**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading

Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**[LB 781](#) (Hollaron) - Appropriations - State intent to appropriate funds to the State Department of Education**

**January 18, 2023 Introduced**

**January 20, 2023 Appropriations**

**March 15, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Mental Health**

**[LB 523](#) (Walz), Health and Human Services - Require a state plan amendment to include school psychologists as Medicaid providers**

DHHS would submit a state plan allowing MIPS to cover LMHP and changes scope of practice for school psychs.

ESUCC PRIORITY: **HIGH**

ESUCC POSITION: **Monitor**

**January 17, 2023 Introduced**

**January 19, 2023 DHHS**

**March 3, 2023 General File**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**[LB 527](#) (Fredrickson), Education - Provide reimbursements to school districts and educational service units for mental health expenditures.**

Summary Description

ESUCC PRIORITY: **HIGH**

**ESUCC Support**

**January 17, 2023 Introduced**

**January 19, 2023 Education**

### **March 21, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Special Education**

**LB 298** (Linehan), Education - Require collection and reporting of information regarding dyslexia in schools.

**NDE**

**January 11, 2023 Introduced**

**January 13, 2023 Education Committee**

**January 24, 2023 Hearing**

**February 7, 2023 General File**

**February 24, 2023 Select File**

**April 12, 2023 Final Reading**

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 324** (Wishart), Education- Change provisions relating to reimbursements under the Special Education Act.

Will get SPED reimbursement to 80% by 2029.

**NDE Support**

**January 11, 2023 Introduced**

**January 13, 2023 Education**

**January 30, 2023 Hearing**

**March 15, 2023 Speaker Priority Bill**

**28 Motions/Amendments Filed**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 583 (Sanders) - OBO Governor, Education - Provide for foundation aid and special education supplemental aid under the Tax Equity and Educational Opportunities Support Act.**

\$1500 in per pupil aid regardless of equalization. Keeps increase in the sped reimbursement outside the formula, and will fund sped at 80%. So the extra dollars are not impacting the resources outside the formula.

**NDE Monitor**

ESUCC POSITION: **Support**

**January 17, 2023 Introduced**

**January 19, 2023 Education**

**February 7, 2023 Hearing**

**March 8, 2023 Sanders Priority Bill**

**March 30, 2023 General File**

**April 11, 2023 Select File**

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Technology**

**LB 61 (Brandt), Transportation/Telecommunications - Allow for companies to “license” dark fiber.**

**More restricted use and controlled. Would get more fiber out to rural areas.**

**January 5, 2023 Introduced**

**January 9, 2023 Transportation/Telecommunications**

**February 21, 2023 Hearing**

**March 14, 2023 Brandt Priority Bill**

**March 22, 2023 General File**

**16 Motions/Amendments Filed**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 638 (Albrecht), Committee - Adopt the Nebraska K-12 Cybersecurity and Data Protection Act.**

Summary Description

ESUCC PRIORITY: **HIGH**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 650 (McDonnell), Government, Military, and Veterans Affairs Committee - Allow certain cyber security records withheld from the public.**

Summary Description

**January 18, 2023 Introduced**

**January 20, 2023 Government, Military, and Veterans Affairs Committee**

**March 7, 2023 General File**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 651 (McDonnell), Revenue - Provide for appropriations relating to cybersecurity improvements for state agencies and political subdivisions.**

**January 9, 2023 Introduced**

**January 11, 2023 Revenue**

**March 16, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 673 (Hansen) Education - Provide grants to schools that adopt a policy to provide emergency response mapping data to law enforcement agencies and provide powers and duties for the State Department of Education and State Board of Education**

Critical access maps. Can apply to have a company do a mapping of the school. State pays for it.

**NDE**

**January 18, 2023 Introduced**

**January 20, 2023 Education**

**January 31, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

## **General Education**

**LR1CA (Blood), Government, Military, and Veterans Affairs - Constitutional amendment to require the Legislature to reimburse political subdivisions as prescribed.**

Essentially will eliminate or reduce unfunded mandates.

**January 5, 2023 Introduced**

**January 9, 2023 Gov't/Mil/Vet**

**March 3, 2023 General File**

Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 374 (Murman), Education -Adopt the Parent's Bill of Rights and Academic Transparency Act.**

Unclear as to the terms and subjective. Significant unfounded mandate on each district. Districts must establish an internet transparency tool to add by grade level, class, building, EVERY book, curriculum, etc. and update ongoing. Significant financial burden on the school. May impede on the employer employee relationship.

*Many amendments have been filed and will delay this process.*

**NASB Oppose**

NDE-Monitor

ESUCC PRIORITY: **HIGH**

**January 12, 2023 Introduced**

**January 17, 2023 Education**

**January 31, 2023 Hearing**

**8 Motions Filed**

Month 0, 2023 General File  
Month 0, 2023 Select File  
Month 0, 2023 Final Reading  
Month 0, 2023 Slip Law  
Month 0, 2023 Gov. Sign

**LB 575 (Kauth), Education - Adopt the Sports and Spaces Act**

This is similar to the Bathroom Bill other states have passed. Would require schools to have only biologically males play male sports and only biologically female play female sports. AND would do the same for locker rooms and bathrooms. This would eliminate family bathrooms. Already have a policy on this with NSAA.

ESUCC POSITION: **Monitor**

**January 17, 2023 Introduced**

**January 19, 2023 Education**

**February 13, 2023 Hearing**

**March 14, 2023 Clements Priority Bill**

**11 Motions/Amendments Filed**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 630 (McKinney) Education - Provide a duty to the State Department of Education and require a school board to adopt a written dress code**

Need to watch this. We may have to enforce or include in our handbooks.

**January 18, 2023 Introduced**

**January 20, 2023 Revenue**

**February 14, 2023 Hearing**

**February 28, 2023 General File**

**March 15, 2023 Speaker Priority Bill**

**7 Motions/Amendments Filed**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 753 (Linehan) Revenue - Adopt the Opportunity Scholarships Act and provide tax credits**

Dollar for dollar tax credit. Concern the \$\$ will grow a lot from year to year. Need to watch to see if ESUs will then be required to provide services to them. Has 31 Senators on it in support already.

**NDE-Monitor**

ESUCC POSITION: **Monitor**

**January 18, 2023 Introduced**

**January 20, 2023 Revenue**

**February 3, 2023 Hearing**

**February 10, 2023 General File**

**March 13, 2023 Select File**

**April 18, 2023 Final Reading**

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 800 (Murman), Education - Change provisions relating to the Superintendent Pay Transparency Act and provide a limit for superintendent and educational service unit administrator compensation**

No more than 5x salary+benefits of new teacher.

NDE-Monitor

**January 18, 2023 Introduced**

**January 20, 2023 Education**

**January 31, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Finance**

**LB 529 (Hansen), Revenue - Change provisions of the Property Tax Request Act**

Removed bonding from the postcard. Requires attendance of county elected official.

**January 17, 2023 Introduced**

**January 19, 2023 Revenue**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 589 (Briese) OBO the Governor - Revenue - Adopt the School District Property Tax Limitation Act**

3% cap on overall revenue growth. Overridden by 75% of board or 60% of voters. Some exceptions including ELL, poverty, student numbers.

**January 17, 2023 Introduced**

**January 19, 2023 Revenue**

**February 1, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 681 (Clements) OBO the Governor - Appropriations - Change provisions relating to a fund and provide for transfers under the TEEOSA**

Creates an Educational Trust Fund of \$1B to fund foundation Aid, Sped reimbursement, CTE, teacher turnover, mentorship provide \$ for \$ property tax relief.

**January 18, 2023 Introduced**

**January 20, 2023 Appropriation**

**March 15, 2023 hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 820 (Albrecht) - Revenue - Adopt the Agricultural Valuation Fairness Act.**

Reduces the valuation amounts from actual amounts to income-producing land.

**January 25, 2023 Introduced**

**January 27, 2023 Revenue**

**February 3, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**LB 610 (Lippincott) Appropriations - Appropriate funds to the State Department of**

**Education** LB 610 relates to career and technical education programs and would appropriate

\$10,432,000 for FY2023-24 and \$10,432,000 for FY2024-25 to NDE for distribution to

secondary and postsecondary schools according to the formula used for federal Perkins funds.Up

to \$306,960 of this amount may be used for administration purposes. Each school district shall receive no less than \$15,000. The bill appropriates \$400,000 for each FY2023-24 and FY2024-25 to NDE, to be evenly distributed between the career education student organizations, which is defined under existing law as an organization for individuals enrolled in a career and technical education program that engages career and technical education activities as an integral part of the instructional program. Up to \$50,000 of this amount may be used for administration purposes. There is included in the appropriation in this section for FY2024-25 \$400,000 General Funds to be evenly distributed between the career education student organizations. Up to \$50,000 of this amount may be used for administration purposes.

## **Teacher Shortage**

**[LB 188](#) (Hanson), Committee - Authorize the Commissioner of Education to issue temporary certificates to teach to veterans as prescribed.**

To attract new teachers. Five year temp certificate for vets. Pass subject area exam, have 60 credit hours, working toward bachelors degree. Assigned an experienced mentor.

**NDE**

**January 9, 2023 Introduced**

**January 23, 2023 Hearing**

Month 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

**[LB 671](#) (Hansen) Business and Labor - Allow the Nebraska Training and Support Cash Fund to be used for retention of existing employees of Nebraska businesses**

Granted to employers for retention of existing employees.

**January 18, 2023 Introduced**

**January 20, 2023 Business and Labor**

**February 13, 2023 Hearing**

**March 3, 2023 General File**

**March 15, 2023 Speaker Priority Bill**

**7 Motions/Amendments Filed**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Higher Education**

### **LB 689 (Linehan) Revenue - Community College funding reform**

State will pay CC and will no longer be allowed to levy taxes.

**January 18, 2023 Introduced**

**January 20, 2023 Education**

**February 23, 2023 Hearing**

March 0, 2023 General File

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign

## **Open Meetings Act**

### **LB 513 (Brewer) Government, Military, and Veterans Affairs - Change proof of publication requirements for legal notices and requirements for published notice and virtual conferencing under the Open Meetings Act**

Allows notices to be posted on internet.

ESUCC POSITION: **Support**

**January 17, 2023 Introduced**

**January 19, 2023 Gov/Mil/Vet**

**February 10, 2023 Hearing**

**February 16, 2023 General File**

Month 0, 2023 Select File

Month 0, 2023 Final Reading

Month 0, 2023 Slip Law

Month 0, 2023 Gov. Sign



# TENTATIVE\* 2023 Legislative Session

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>January</b>						
1	2	3	4 DAY 1	5 DAY 2	6 DAY 3	7
8	9 DAY 4	10 DAY 5	11 DAY 6	12 DAY 7	13 DAY 8	14
15	16 HOLIDAY	17 DAY 9	18 DAY 10	19 DAY 11	20 DAY 12	21
22	23 DAY 13	24 DAY 14	25 DAY 15	26 DAY 16	27 DAY 17	28
29	30 DAY 18	31 DAY 19				

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>February</b>						
			1 DAY 20	2 DAY 21	3 DAY 22	4
5	6 RECESS	7 DAY 23	8 DAY 24	9 DAY 25	10 DAY 26	11
12	13 DAY 27	14 DAY 28	15 DAY 29	16 DAY 30	17 RECESS	18
19	20 HOLIDAY	21 DAY 31	22 DAY 32	23 DAY 33	24 DAY 34	25
26	27 RECESS	28 DAY 35				

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>March</b>						
			1 DAY 36	2 DAY 37	3 DAY 38	4
5	6 DAY 39	7 DAY 40	8 DAY 41	9 DAY 42	10 RECESS	11
12	13 DAY 43	14 DAY 44	15 DAY 45	16 DAY 46	17 RECESS	18
19	20 RECESS	21 DAY 47	22 DAY 48	23 DAY 49	24 DAY 50	25
26	27 RECESS	28 DAY 51	29 DAY 52	30 DAY 53	31 DAY 54	

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>April</b>						
						1
2	3 DAY 55	4 DAY 56	5 DAY 57	6 DAY 58	7 RECESS	8
9	10 RECESS	11 DAY 59	12 DAY 60	13 DAY 61	14 DAY 62	15
16	17 DAY 63	18 DAY 64	19 DAY 65	20 DAY 66	21 RECESS	22
23	24 RECESS	25 DAY 67	26 DAY 68	27 DAY 69	28 HOLIDAY	29
30						

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>May</b>						
	1 RECESS	2 DAY 70	3 DAY 71	4 DAY 72	5 DAY 73	6
7	8 DAY 74	9 DAY 75	10 DAY 76	11 DAY 77	12 RECESS	13
14	15 RECESS	16 DAY 78	17 DAY 79	18 DAY 80	19 DAY 81	20
21	22 DAY 82	23 DAY 83	24 DAY 84	25 DAY 85	26 RECESS	27
28	29 HOLIDAY	30 DAY 86	31 DAY 87			

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>June</b>						
				1 DAY 88	2 DAY 89	3
4	5 RECESS	6 RECESS	7 RECESS	8 RECESS	9 DAY 90	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Legislative Recess Days**

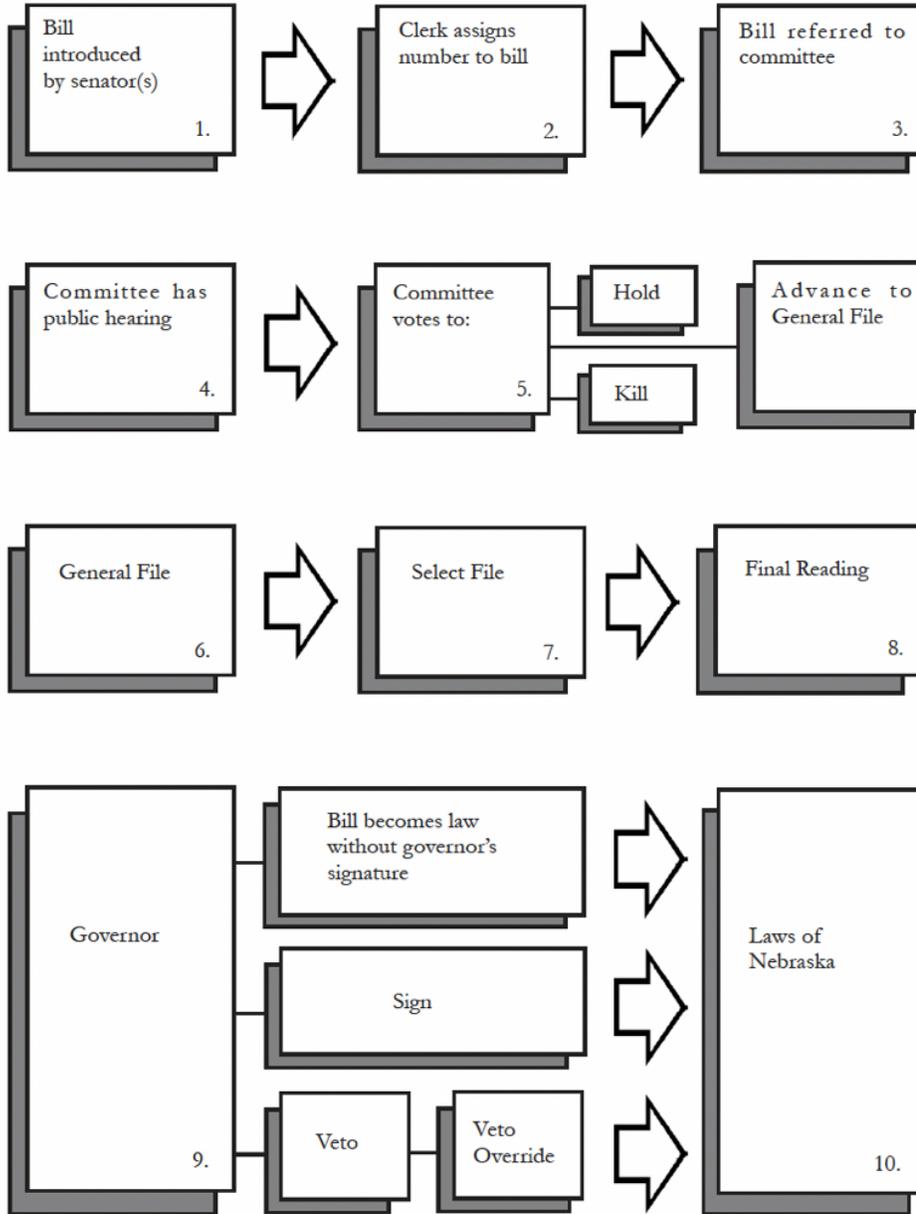
February 6, 17, 27  
 March 10, 17, 20, 27  
 April 7, 10, 21, 24  
 May 1, 12, 15, 26  
 June 5, 6, 7, 8

**Federal & State Holidays**

January 16 – Martin Luther King Jr. Day  
 February 20 – Presidents' Day  
 April 28 – Arbor Day  
 May 29 – Memorial Day

\* This calendar is subject to revision by the speaker elected in the 108th Legislature. The final calendar will be distributed in January 2023.

### How a Bill Becomes a Law



(Unicameral Clerk of the Legislature, 2017, p. 281)