Board of Education Regular Meeting
Monday, July 14, 2025 6:00 PM
Bennet Elementary Commons Area
50 Dogwood
Bennet, NE 68317

District Mission:
"Together we prepare our students to successfully meet the challenges of the future."

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 5:50 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

This information was posted in the following public formats:
The Voice News (weekly area newspaper)
Farmers' Merchants Bank - Palmyra
Palmyra Post Office
Palmyra High School
Bennet Post Office
Bennet Elementary School
District OR-1 Website - https://www.districtor1.org/

1. Call to Order and Pledge of Allegiance
    - Board President Desh called the meeting to order at **6:00 p.m.**
    - Board President Desh led the board members and patrons in attendance at the meeting in the Pledge of Allegiance.
2. Announcement of the Open Meetings Act Posting
    - Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
        - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Staff and Student Presentations
    - No staff or student presentations were scheduled for the regular Board of Education meeting on **Monday, July 14th, 2025**.
    - The staff and student presentations for the **2025-2026** school year will resume at our **Monday, August 11th, 2025,** regular board meeting.
4. Consent Agenda
    - Please welcome Mrs. Ky'Lee Baumert to our district as our new district physical therapist. Mrs. Baumert is replacing Mrs. Jan O'Neil in this role.
    - Congratulations Mrs. Baumert, and welcome to the district!
    - No additional discussion was presented on the remainder of the consent agenda items.

4.1. Approval of Board Agenda
4.2. Approval of minutes of previous meetings
4.3. Approval of Claims/Payment of Bills and Payroll
4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s) Motion to approve the consent agenda as presented. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Please welcome Mrs. Ky'Lee Baumert to our district as our new district physical therapist. Mrs. Baumert is replacing Mrs. Jan O'Neil in this role.
- Congratulations Mrs. Baumert, and welcome to the district!

4.5. Financial Report
4.6. Annual Policy Reaffirmations / Reviews The following policies were reviewed or reaffirmed:
    - **Policy #3540:** Bidding Construction Projects
    - **Policy #4009:** Drug Use
    - **Policy #4025:** Professional Boundaries Between Students and Employees
    - **Policy #5001:** Student Admission Forms
    - **Policy #5415:** Bullying Prevention
    - **Policy #6600:** Special Education
    - **Policy #9340:** Board Meeting Minutes

4.6.1. Review Board of Education Policy # 3540 on Bidding Construction Projects
4.6.2. Update Board of Education Policy # 4009 Drug Use
4.6.3. Reaffirm Policy #4025 Professional Boundaries Between Students and Employees
4.6.4. Update Policy # 5001 Student Admission Forms
4.6.5. Reaffirm Board of Education Policy #5415 Bullying Prevention.
4.6.6. Update Board of Education Policy # 6600, Special Education Policy
4.6.7. Update Board of Education Policy #9340 Minutes

5. Public Comment
    - No public comment was presented during the meeting.
6. Administrative Reports

6.1. Superintendent's Report The following items were discussed during the Superintendent's report:

- **Board Meeting Time Change for September:**
    - The board meeting date for **Monday, September 8th, 2025**, was changed to **Wednesday, September 17th** due to the timing of the Labor Day holiday, the limited timeline for budget preparation, board member schedules, and additional time for vendors to submit expenditures in alignment with the new fiscal year. **The Wednesday, September 17th, board meeting will begin at 6:00 p.m**. and is scheduled to take place in the media center at Palmyra Junior / Senior High School.
- **Gym Floor Refinishing**:
    - The gym floors at the high school were refinished at the end of June.
- **Curriculum** :
    - Ms. Linde Walter (Director of Student Programs and Services) presented updated information about the High School Language Arts curriculum.
        - The curriculum has arrived at the high school, and we are in the process of having the materials ready for the beginning of the school year.
- **Student Handbooks**
- **Staff Handbooks**
- **Policy Review**
- **Staff Kudos**
- **Student Kudos:**
    - PHS was selected to be the host site for the NSAA District Music Contest on **Friday, April 24th, 2026.**
        - **Special note:** Being selected as a host site for a district competition is a great honor for our district, but this will necessitate a district calendar change **as there will be no school for students in grades 6-12 on Friday, April 24th, 2026**. Any additional **2025-2026** school calendar adjustments will be finalized at the **Wednesday, September 17th, 2025** regular board of education meeting.
- **"Beginning of School" Planning**
- **Summer Leadership Development**
- **Strategic Planning**
- **2025-2026 Budget Update**

6.2. Administrative Team Report

- No admin reports were provided during the meeting, as this information was shared during the Superintendent's Report earlier in the meeting.

7. Discussion Items- Committee Reports

7.1. Transportation and Facilities Committee

- The next **Transportation and Facilities Committee** meeting is scheduled for **Wednesday, July 15th, from 9:00-10:30 a.m**. at Palmyra High School.
    - An update will be presented at the **Monday, August 11th** Regular Board of Education meeting.

7.2. Budget Committee Update

- Budget Committee members shared a brief summary of the meeting held on **Monday, July 14th, 2025, at Bennet Elementary School.**

    - Additional documents are attached regarding education funding and budget processes.

7.3. Negotiations Committee Update

- The Negotiations Committee will begin meeting again in the fall as we reach the second year of the current two-year Certified Staff Negotiated Agreement.

7.4. Strategic Planning Update

- An updated 5-year cycle of District Strategic Planning will begin in the **spring of 2026**.
    - More information and discussions are scheduled for future board meetings.
- Our current District Goals are listed at the beginning of this board meeting agenda and on our school website at www.districtor1.org

7.5. Technology Committee Update

- The discussion focused on student Chromebooks and cell phone usage at the junior/ senior high school.
- A summary of the Technology Committee meeting held at Bennet Elementary School on **Wednesday, June 18th,** was also discussed.

8. Policy Review The Policy Committee met on **Wednesday, June 18th** at Bennet Elementary and discussed the following policies:

The policies listed below will now be added to our district policy manuals as a result of recent legislative action:

- **Policy # 3132:** Internal Controls
- **Policy # 4009:** Drug Use
- **Policy # 4009:** Form A: Drug Test Consent Form
- **Policy # 5202z:** Notification of Rights Under FERPA
- **Policy # 5507:** Foster Care Student Transportation
- **Policy # 6931:** Behavioral Intervention and Classroom Management

8.1. Discuss Policy # 6113: Student Use of Electronic Communication Devices and Cell Phones

- Discussion included utitlizing the attached policy.
- Students at Palmyra Junior/Senior High School may not use cell phones during class time or passing periods during the school day. **Students in grades 6-12** will be able to utilize their personal cell phones before and after school and during their assigned lunch period only.
- **Student cell phone usage during school is not allowed at Bennet Elementary.**
    - More information about the specifics of this policy is also contained in the student handbooks.

9. Action Items

9.1. Presentation, discussion, and or official action to approve the 2025-2026 Bennet Elementary Student Handbook. Motion to Approve the 2025-2026 Bennet Elementary Student Handbook. This motion, made by Jaimi Calfee and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.2. Presentation, discussion, and or official action to approve the 2025-2026 Bennet Pre-School Student Handbook and 2025-2026 calendar Motion to Approve the 2025-2026 Bennet Elementary Pre-School Handbook and calendar. This motion, made by Dean Busch and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.3. Presentation, discussion, and or official action to approve the 2025-2026 Palmyra Junior /Senior High Student Handbook. Motion to approve the 2025-2026 Palmyra Junior / Senior High School Student Handbook as discussed. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.4. Presentation, discussion, and or official action to update Food Service student prices for the 2025-2026 school year. Motion to approve Food Service Prices for 2025-2026. This motion, made by Josh Penterman and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- **Special Note:** Student meal prices did increase slightly to help cover the rising costs of staff wages and food prices.
- More specific information about student meal prices is also covered in **Policy #5411 Student Fees**.
    - Please note that there was a public hearing on **Policy #5411 Student Fees** (this included student meal price increases) prior to the regular board meeting.

9.5. Presentation, discussion, and or official action to approve the 2025-2026 Certified Staff Handbook. Motion to approve the 2025-2026 Certified Staff Handbook as discussed. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.6. Presentation, discussion, and or official action to approve the 2025-2026 Classified Staff Handbook. Motion to Approve the 2025-2026 Classified Staff Handbook. This motion, made by Tim Cheney and seconded by Dean Busch, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.7. Presentation, discussion, and or official action to update and approve Board of Education Policy # 1220 on Title IX and accompanying documents Motion to reaffirm Policy #1220 and accompanying documents as discussed. This motion, made by Dean Busch and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.8. Presentation, discussion, and or official action to approve Policy # 3132**:** Internal Controls. Motion to approve as discussed. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.9. Presentation, discussion, and or official action to approve the first reading of Policy # 4150. Certified Staff Educator Effectiveness Evaluation. Motion to approve Policy #4150 and supporting documentation as discussed. This motion, made by Dean Busch and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.10. Presentation, discussion, and or official action to approve Board of Education Policy #5401 relating to Anti-discrimination, Anti-Harassment, and Anti-retaliation Motion to approve Policy # 5401 as discussed. This motion, made by Jaimi Calfee and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.11. Presentation, discussion, and or official action to review and update Board of Education Policy #5414 Identification of Learners with High Ability Motion to approve as discussed. This motion, made by Jaimi Calfee and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Ms. Walter answered questions from board members about student qualifications for eligibility and sustainability of student participation for HAL Programs.

9.12. Presentation, discussion, and or official action to review and update Board of Education Policy # 5416 Student Fees Motion to approve Policy #5416 and Appendix for Policy # 5416 as discussed. This motion, made by Jaimi Calfee and seconded by Dee Moore, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Please note that a public hearing on this topic occurred prior to the regular board meeting.

9.13. Presentation, discussion, and or official action to approve Policy # 5507 Foster Care Transportation Motion to approve as discussed. This motion, made by Jaimi Calfee and seconded by Tim Cheney, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.14. Presentation, discussion, and or official action to approve an update to Board of Education Policy # 6400: Parental Involvement in Schools Motion to approve update to Policy #6400 Parental Involvement in Schools. This motion, made by Dean Busch and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- Please note that a public hearing on this topic occurred prior to the regular board meeting.

9.15. Presentation, discussion, and or official action to approve Board of Education Policy # 6931 - Behavioral Intervention and Classroom Management Motion to approve as discussed,. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

9.16. Presentation, discussion, and or official action to review Board of Education Policy # 6113 Electronic Communication and Cell Phones Motion to approve as discussed. This motion, made by Dee Moore and seconded by Jaimi Calfee, Passed.
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- As stated during the policy review section, <u>student cell phones are not allowed in the elementary school building and student cell phone use is restricted to lunchtime at the junior/ senior high school.</u>
    - Please note: This policy will be reviewed and changes will be considered if needed throughout the school year according to student and building needs.

10. Board of Education Development
    - The **NASB Legislative Wrap-Up (Sine Die)** for **6/16/25** is attached to this agenda item.
    - The **NASB Board Notes** document for **June 2025** is also attached to this agenda item.
11. Closed Session
    - No closed session occurred at the meeting.
12. Topics for Next Month's Agenda
    - The following topics will be discussed at the Wednesday, September 17th Regular Board of Education meeting.
        - "Beginning of School" Information
        - Board Committee Meetings Update
        - Policy Review Update
        - Curriculum Update
        - Student Enrollment Update
        - Strategic Planning Update
        - **2025-2026** Budget Update
        - Staff and Student Board Meeting Presentation Schedule for **2025-2026** School Year
        - Other items as needed
    - No further discussion.
13. Adjournment
    - The meeting was adjourned at**: <u>7:10 p.m.</u>**

_____
Chairperson

_____
Superintendent

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; APPLICABILITY OF SECTION.
(1) Until January 1, 2025: (a) Except as provided in subsection (10) of this section, 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 or the governing body of a rural or suburban fire protection district, 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, village, or district. 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. (iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication. (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) Beginning January 1, 2025: (a) Except as provided in subsection (10) of this section, 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 (2)(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 committees, such notice shall be given by: (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or (B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper. (ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by: (A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; (B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or (C) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (2)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body. (iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication. (3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(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 subsections (1) and (2) 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, subsection (1) of section 70-1014, subsection (2) of section 70-1014.02, 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 (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee 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. (4) 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. (5) 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. (6) 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 (5) 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. (7) 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. (8)(a) Notwithstanding subsections (3) and (6) 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 subsections (1) and (2) 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 (5) 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. (9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(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 (3)(b)(i) and (ii) of this section. (10) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-1034.

§ 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. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting. (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. (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 instate 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 instate 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, except as provided in subsection (6) of this section, and 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 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 web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the web site 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 web site 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.

UPDATED EFFECTIVE 2024

NASB
Nebraska Association of School Boards
www.NASBonline.org

Board of Education Update

Summary of May 12, 2025 meeting

- Approved furnishings, fixtures, and equipment invoices related to school facility projects.
- Mr. Johnson provided an update on graduation and Mr. Hart showed a 2024-2025 year in review video.
- Approved new policy 1130 – Community Usage of Fitness Center and update to policy 1100–Community Use of School Facilities, Appendix 1– Schedule of Rates
- Approved BIC construction bid for summer facility improvement projects.
- More information is available at https://meeting.sparqdata.com/Public/Organization/174

Board of Education Update

Summary of June 9, 2025 meeting

- Approved architect, furnishings, fixtures, and equipment invoices related to school facility projects.
- Discussed addition of new policy 6113 - Student Use of Electronic Communication Devices and Cell Phones.
- Approved change (policy 9300) to monthly regular board meeting start time to 6:00 p.m. for July 14 meeting.
- Approved Cheney Welding proposal to construct dugout canopies at Olson Complex.
- More information is available at https://meeting.sparqdata.com/Public/Organization/174

Work Session-Board of Education
Monday, June 23, 2025 5:30 PM
Transformation Marketing
208 Locust Street
Panama, NE 68419

District Mission:
"Together we prepare our students to successfully meet the challenges of the future."

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 5:32 PM.

Dean Busch:	Absent
Jaimi Calfee:	Absent
Tim Cheney:	Present
Brandon Desh:	Present
Dee Moore:	Present
Josh Penterman:	Present

Attendance Update Taken at 5:35 PM.

Jaimi Calfee:	Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - https://www.districtor1.org/

1. Call to Order

- Board President Desh called the meeting to order at **5:30 p.m.**

2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster in the meeting room.
    - ***The changes are reflected in the currently posted materials:*** **revised April 2024.**

3. Consent Agenda

- The discussion included questions related to the specific use of the tractor/equipment components and vehicle listed below.
    - 2022 John Deere Tractor
    - 2022 GMC Terrain

3.1. Approval of Board Agenda

3.2. Approval of minutes of previous meetings

3.3. Approval of Claims/Payment of Bills/Bids Motion to approve the consent agenda Passed with a motion by Josh Penterman and a second by Tim Cheney.
Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea **Vehicle and Equipment Purchases:**

- **Purchase Agreement Proposal for 2022 GMC Terrain:**
    - This vehicle is needed to accommodate transportation services that support increased student services (home visits, etc.) and staff development training requirements.
    - The purchase price of this vehicle is **$23,500.**
- **Purchase Agreement Proposal for 2022 John Deere Tractor:**
    - This vehicle is needed to support district maintenance services and repairs such as snow removal, landscaping, and other facility and grounds maintenance tasks.
    - The purchase price for this piece of equipment is **$23,500.**
- Additional discussion included clarifying the specific uses of each item listed above.

4. Public Comment

- No public comment was presented at the meeting.

5. Board Retreat: Discussion Items The following items were discussed during the meeting:

- **Upcoming Board Meeting / Public Hearings Information**
    - **A Public Hearing on Policy #6400 (**Parental Involvement) is scheduled for **5:50 p.m. on** Monday, July 14, 2025, *at Bennet Elementary School in the main commons.*
    - **A Public Hearing on Policy # 5416** (Student Fees) is scheduled for **5:55 p.m.**(or immediately following the Parental Involvement Public Hearing) on Monday, July 14, 2025**,** *at Bennet Elementary School in the main commons.*
    - **The next Regular Board of Education Meeting** is scheduled **for 6:00 p.m. on Monday, July 14th** *at Bennet Elementary School in the main commons.*
- **Superintendent Goals Update and Review**
- **Board Goals and Professional Development**

- **Strategic Planning Update**
    - Guiding Principles
    - Strategic Planning Summarization Document
- **2024-2025 Budget Overview**
- **2025-2026 Budget Projection**
- **Board Committees**
    - Committee Compositions and Purpose
    - Meeting Times
- **Policy Updates**
    - **Policy #6113:** Student Use of Personal Electronic Devices
- **Summer Construction Projects Update**
    - Bennet
    - Palmyra Junior / Senior High School
    - Olson Complex
- **Technology:**
    - Committee Update
    - Staff HS Staff Survey
    - Student Personal Electronic Devices Usage at PHS.
- **District Staffing Update**

6. Adjournment

- The meeting was adjourned at **7:39 p.m.**

_____
Chairperson

_____
Superintendent

Designated Bill Summary
Superintendent Report: Regular Board Meeting:
Date: Monday, July 14, 2025

TO: Palmyra District OR-1 BOE
From: Michael Hart
Re: Designated Bill Summary Report for BOE Meeting

- Next month's ***regular*** board meeting is scheduled for **Monday, August 11, 2025, at 6:00 p.m**.at Palmyra High School in the media center.

A. Consent Agenda Expenditures
Construction Account Claims:

- *Please note: These claims are now included in the Consent Agenda of the regular board meeting due to the discontinuation of the CMAR special monthly meetings effective September 9, 2024.*
- *Please see the itemized list below.*

Depreciation Fund Claims:

- None for this month

Bond Fund Claims:

- None for this month

Special Building Claims:

- **Riverstone Bank: $900,000.00 -** *Transfer to our second Special Building account. Leaving **$135,000** at Farmers and Merchants.*

2022 Construction Account Claims:

Construction Bills July, 2025		
Vendor	**Invoice Number**	**Amount**
BIC	018	$37,188.00
BIC	002	$160,200.00
Branding Inc. dba Al's Johns	103366	$105.00
Branding Inc. dba Al's Johns	103053	$105.00
Clark & Enersen	4	$4,055.80
Custom FX	51129	$4,169.00
Jung Electric	226	$7,485.50
Midwest Floor covering	26784	$14,573.00
Midwest Walls & Landscape	19387	$1,498.12

Roto-Rooter	006-297250611002	$1,325.00
	Total:	**$230,704.42**

General Fund Claims:

Total claims: **Checks: $217,193.11**
Credit Card Expenses: $621.34 - *Supplies, and Superintendent subscriptions*
Total: $218,354.83 (Credit Card was paid online)

- **Access Systems Leasing: $2,991.56** - Copiers at the elementary and high school
- **Diversified Drug Testing: $218.00** - Drug Testing Services
- **ESU#4: $4,909.11 -** Professional development, contracted services, and tech support
- **ESU#6: $2,311.01 -** Technology services
- **FES - Foundation for Educational Services: $2,152.00** - web host
- **Henry-Hobscheidt Motors: $23,500.00** - GMC Terrain
- **K12 ITC, Inc: $103,346.64** - Networking
- **Menards: $913.58** - Elem and HS Supplies
- **Midwest Bus Repair: $1,143.15** - Bus Repairs or maintenance
- **Nebraska City Utilities: $19,580.06** - Utilities
- **Neeman & Sons Inc: $1,475.00** - Elem Repairs
- **Palmyra Activity Fund: $3,348.00** - for the Panther Store - a credit was received through Amazon - the credit was used towards general fund bills.
- **Shepard Gym Floors: $3,950.00** - Gym floors refinished
- **Software Unlimited: $$12,741.00** - Accounting/Paryroll/Weblink/k12 Docs software
- **Southwest Auto: $966.99 -** Bus repairs
- **Time Management Systems - $ 3,867.84 -** Payroll Software
- **Village of Bennet: $3,211.32** Water, electricity, and sewer bill
- **WoodRiver Energy: $2,159.97 -** 2 months of bills

PO Number	Invoice Number	Vendor Name		Invoice Date	Amount
Account Number		Detail Description	Amount	Cost Center ID	
Checking Account ID		Fund Number			
	236562	ABC TERMITE & PEST CONTROL		07/14/2025	179.00
01 2610 431 001		HS Upkeep of Building	179.00		
	238722	ABC TERMITE & PEST CONTROL		07/14/2025	115.00
01 2610 431 003		Elem Upkeep of Building	115.00		
	240944	ABC TERMITE & PEST CONTROL		07/14/2025	80.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	80.00		
Total	ABC TERMITE & PEST CONTROL		374.00		
	39538555	Access Systems Leasing		07/14/2025	2,991.56
01 1100 440 001		HS Copier Lease	1,495.78		
01 1100 440 003		Elem Copier Lease	1,495.78		
Total	Access Systems Leasing		2,991.56		
	PALMYRA62025	B&D DIAMOND PRO, INC		07/14/2025	1,500.00
01 2630 431 001		CARE & UPKEEP OF FB FIELD	1,500.00		
Total	B&D DIAMOND PRO, INC		1,500.00		
	JUNE 2025 SUMMER MIL	BUDDENBERG, EMILY		07/14/2025	30.10
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF	30.10		
Total	BUDDENBERG, EMILY		30.10		
	DN046 - JULY 2025	CASEY'S BUSINESS MASTERCARD		07/14/2025	793.74
01 2710 626 000		Bus Gas and Oil	793.74		
Total	CASEY'S BUSINESS MASTERCARD		793.74		
	1481949	DAS State ACCTG-Central Finance		07/14/2025	292.87
01 2224 530 000		Internet Service	292.87		
Total	DAS State ACCTG-Central Finance		292.87		
	02282025 - GENERAL	DFC Inc. Decker's Food Center		07/14/2025	52.41
01 1100 610 001		HS General Supplies	24.17		
01 1100 610 001		HS General Supplies	5.29		
01 1100 610 001		HS General Supplies	22.95		
	03312025 - GENERAL	DFC Inc. Decker's Food Center		07/14/2025	138.86
01 1100 610 001		HS General Supplies	25.48		
01 1100 610 001		HS General Supplies	24.19		
01 1100 610 001		HS General Supplies	6.34		
01 1100 610 001		HS General Supplies	61.68		
01 1100 610 001		HS General Supplies	21.17		
	04302025 - GENERAL	DFC Inc. Decker's Food Center		07/14/2025	632.80
01 1100 610 001		HS General Supplies	60.96		
01 1100 610 001		HS General Supplies	87.72		
01 1100 610 001		HS General Supplies	23.12		
01 1100 610 001		HS General Supplies	25.36		
01 1100 610 001		HS General Supplies	12.95		
01 1100 610 001		HS General Supplies	218.39		
01 1100 610 001		HS General Supplies	117.25		
01 1100 610 001		HS General Supplies	75.48		

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 1100 610 001			HS General Supplies	4.99		
01 1100 610 001			HS General Supplies	6.58		
		05312025 - GENERAL	DFC Inc. Decker's Food Center		07/14/2025	71.53
01 1100 610 001			HS General Supplies	15.09		
01 1100 610 001			HS General Supplies	52.87		
01 1100 610 001			HS General Supplies	3.57		
Total	DFC Inc. Decker's Food Center			895.60		
		FF4988	DIETZE MUSIC HOUSE		07/14/2025	11.05
01 1100 610 001 2 102			HS INSTRUMENTAL SUPPLIES	11.05		
Total	DIETZE MUSIC HOUSE			11.05		
		000723DQ	DIVERSIFIED DRUG TESTING LLC		07/14/2025	218.00
01 2710 890 000			Bus Misc. Expenses	218.00		
Total	DIVERSIFIED DRUG TESTING LLC			218.00		
		062025 MILEAG	Dowding, Lisa		07/14/2025	69.86
01 2900 610 001 0 104			SUMMER PATHWAYS	69.86		
Total	Dowding, Lisa			69.86		
		11107	EDUCATIONAL SERVICE UNIT #4		07/14/2025	2,982.00
01 2230 591 000			PURCHASED SERVICE FROM ESU/DISTRICT	2,982.00		
		11112	EDUCATIONAL SERVICE UNIT #4		07/14/2025	210.00
01 1190 330 003			ECEP EMPLOYEE TRAINING & DEVELOPMENT SER	210.00		
		11122	EDUCATIONAL SERVICE UNIT #4		07/14/2025	30.00
01 2230 330 000			TECH PROFESSIONAL DEVELOPMENT	30.00		
		11140	EDUCATIONAL SERVICE UNIT #4		07/14/2025	120.00
01 2410 330 003			Elem Principal Professional Development	30.00		
01 1200 330 001			Sped HS Professional Development	30.00		
01 2410 330 001			HS Principal Professional Development	30.00		
01 2320 330 000			Superintendent Professional Development	30.00		
		11145	EDUCATIONAL SERVICE UNIT #4		07/14/2025	30.00
01 2410 330 001			HS Principal Professional Development	30.00		
		660501 - JUNE 2025	EDUCATIONAL SERVICE UNIT #4		07/14/2025	1,537.11
01 6408 591 000			EARLY CHILDHOOD SERVICES ESU/DISTRICT	63.20		
01 6408 591 003			PREK PURCHASED SERVICE FROM ESU/DISTRICT	63.19		
01 6408 591 003			PREK PURCHASED SERVICE FROM ESU/DISTRICT	91.68		
01 6408 591 000			EARLY CHILDHOOD SERVICES ESU/DISTRICT	91.68		
01 2151 591 001			HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	568.73		
01 2151 591 003			ELEM AUDIOLOGY SERVICES ESU/DISTRICT	568.73		
01 2141 591 003			ESU PSYCHOLOGY SERVICES	89.90		
Total	EDUCATIONAL SERVICE UNIT #4			4,909.11		

PO Number / Account Number		Invoice Number	Vendor Name / Detail Description	Amount	Invoice Date / Cost Center ID	Amount
		3729	EDUCATIONAL SERVICE UNIT #5		07/14/2025	20.00
01 2320 330 000			Superintendent Professional Development	20.00		
Total	EDUCATIONAL SERVICE UNIT #5			20.00		
		22001	EDUCATIONAL SERVICE UNIT #6		07/14/2025	599.78
01 2224 530 000			Internet Service	599.78		
		22026	EDUCATIONAL SERVICE UNIT #6		07/14/2025	599.78
01 2224 530 000			Internet Service	599.78		
		22043	EDUCATIONAL SERVICE UNIT #6		07/14/2025	1,111.45
01 2224 530 000			Internet Service	1,111.45		
Total	EDUCATIONAL SERVICE UNIT #6			2,311.01		
		401403	EGAN SUPPLY CO		07/14/2025	916.54
01 2610 610 001			HS Custodian Supplies	916.54		
		401734	EGAN SUPPLY CO		07/14/2025	88.50
01 2610 610 001			HS Custodian Supplies	88.50		
		401767	EGAN SUPPLY CO		07/14/2025	(88.50)
01 2610 610 001			HS Custodian Supplies	(88.50)		
Total	EGAN SUPPLY CO			916.54		
		74453	ELECTRONIC CONTRACTING COMPANY		07/14/2025	87.00
01 2620 431 003			Elem Repairs & Maintenance	87.00		
		74454	ELECTRONIC CONTRACTING COMPANY		07/14/2025	87.00
01 2620 431 001			HS Repairs & Maintenance	87.00		
Total	ELECTRONIC CONTRACTING COMPANY			174.00		
		INV003863	FES -FOUNDATION FOR EDUCATIONAL SERVICES		07/14/2025	2,152.00
01 1100 643 000			WEB/CLOUD BASED SOFTWARE	2,152.00		
Total	FES -FOUNDATION FOR EDUCATIONAL SERVICES			2,152.00		
		JUNE 2025 - GENERAL	FIRST STATE BANK - VISA CREDIT CARD		07/01/2025	621.34
01 2610 610 001			HS Custodian Supplies	49.24		
01 2320 610 000			SUPERINTENDENT OFFICE SUPPLIES	14.99		
01 2320 610 000			SUPERINTENDENT OFFICE SUPPLIES	15.00		
01 2410 330 001			HS Principal Professional Development	14.87		
01 2410 330 003			Elem Principal Professional Development	14.87		
01 2320 330 000			Superintendent Professional Development	14.87		
01 1300 610 003			Summer School Supplies	482.50		
01 2130 810 000			NURSE DUES AND FEES	15.00		
Total	FIRST STATE BANK - VISA CREDIT CARD			621.34		
		64431	FORTICALL		07/14/2025	288.91
01 2510 382 001			HS Telephone	144.45		
01 2510 382 003			Elem Telephone	144.46		
		66718	FORTICALL		07/14/2025	284.36

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2510 382 001			HS Telephone	142.18		
01 2510 382 003			Elem Telephone	142.18		
Total	FORTICALL			573.27		
		072025 PROF DEVELOP	Haag, Jared		07/14/2025	1,144.72
01 2410 330 003			Elem Principal Professional Development	1,144.72		
Total	Haag, Jared			1,144.72		
		072025 GMC TERRAIN	HENRY-HOBSCHEIDT MOTORS		07/14/2025	23,500.00
01 2650 442 000			Vehicle Acquisition	23,500.00		
Total	HENRY-HOBSCHEIDT MOTORS			23,500.00		
		108384	HOLIDAY INN KEARNEY		07/14/2025	134.95
01 2710 580 000			TRAVEL EXPENSES	134.95		
Total	HOLIDAY INN KEARNEY			134.95		
		867476418	HOME DEPOT PRO, THE		07/14/2025	181.00
01 2610 610 003			Elem Custodian Supplies	181.00		
Total	HOME DEPOT PRO, THE			181.00		
		618275	JOHN HENRY'S PLUMBING-HEATING-AIR		07/14/2025	200.00
01 2610 431 001			HS Upkeep of Building	200.00		
Total	JOHN HENRY'S PLUMBING-HEATING-AIR			200.00		
		2184357	JONES SCHOOL SUPPLY CO., INC		06/24/2025	331.26
01 2220 610 003			Elem Library Supplies	331.26		
Total	JONES SCHOOL SUPPLY CO., INC			331.26		
		211	JUNG ELECTRIC SERVICE		07/14/2025	1,029.83
01 2620 431 003			Elem Repairs & Maintenance	1,029.83		
Total	JUNG ELECTRIC SERVICE			1,029.83		
		233758	k12 ITC, Inc.		07/14/2025	103,346.64
01 2230 352 001			Network Wiring	51,673.32		
01 2230 352 003			Network Wiring	51,673.32		
Total	k12 ITC, Inc.			103,346.64		
		INV897872	KURITA AMERICA INC		07/14/2025	462.38
01 2610 431 003			Elem Upkeep of Building	462.38		
		INV903504	KURITA AMERICA INC		07/14/2025	445.41
01 2610 431 003			Elem Upkeep of Building	445.41		
Total	KURITA AMERICA INC			907.79		
		INV-026108-202	LINCOLN-LANCASTER COUNTY HEALTH DEPT.		07/14/2025	245.00
01 2610 431 003			Elem Upkeep of Building	245.00		
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			245.00		
		0052524103	MATHESON-TRI-GAS INC		07/14/2025	117.83
01 1100 610 001			HS General Supplies	117.83		
Total	MATHESON-TRI-GAS INC			117.83		

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		55869	MENARDS		07/14/2025	92.14
01 2630 431 001			CARE & UPKEEP OF FB FIELD	92.14		
		55879	MENARDS		07/14/2025	292.17
01 2610 610 003			Elem Custodian Supplies	292.17		
		56385	MENARDS		07/14/2025	209.65
01 2610 610 001			HS Custodian Supplies	209.65		
		57473	MENARDS		07/14/2025	319.62
01 2610 610 001			HS Custodian Supplies	319.62		
Total	MENARDS			913.58		
		INV-624000178	Midwest Bus Repair		07/14/2025	621.09
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	621.09		
		INV-624000234	Midwest Bus Repair		07/14/2025	196.88
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	196.88		
		INV-624000235	Midwest Bus Repair		07/14/2025	325.18
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	325.18		
Total	Midwest Bus Repair			1,143.15		
		2025-2026 MEMBERSHIP	NASPA - NEBRASKA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS		07/14/2025	40.00
01 2510 810 000			DUES AND FEES	40.00		
Total	NASPA - NEBRASKA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS			40.00		
		INV-42582	NAVIGATE 360, LLC		07/14/2025	764.92
01 1100 643 000			WEB/CLOUD BASED SOFTWARE	764.92		
Total	NAVIGATE 360, LLC			764.92		
		2025/2026 REGDUES	NCSA REGION 1 PRINCIPALS		07/14/2025	75.00
01 2410 810 003			Elem Principal Dues and Fees	75.00		
Total	NCSA REGION 1 PRINCIPALS			75.00		
		1546 - JUNE 202	NEBRASKA CITY UTILITIES		07/14/2025	83.88
01 2610 621 001			HS Utilities	83.88		
		3273 - JUNE 202	NEBRASKA CITY UTILITIES		07/14/2025	8,959.20
01 2610 621 003			Elem Utilities	8,959.20		
		3321 - JUNE 202	NEBRASKA CITY UTILITIES		07/14/2025	9,733.76
01 2610 621 001			HS Utilities	9,733.76		
		39368 - JUNE 2025	NEBRASKA CITY UTILITIES		07/14/2025	30.45
01 2610 621 001			HS Utilities	30.45		
		43577 - JUNE 2025	NEBRASKA CITY UTILITIES		07/14/2025	32.87
01 2610 621 001			HS Utilities	32.87		
		43679 - JUNE 2025	NEBRASKA CITY UTILITIES		07/14/2025	114.64
01 2610 621 001			HS Utilities	114.64		
		44277 - JUNE 2025	NEBRASKA CITY UTILITIES		07/14/2025	48.00
01 2610 621 001			HS Utilities	48.00		
		44718	NEBRASKA CITY UTILITIES		07/14/2025	534.27

PO Number	Invoice Number	Vendor Name		Invoice Date	Amount
Account Number		Detail Description	Amount	Cost Center ID	
01 2610 621 001		HS Utilities	534.27		
	96622 - JUNE 2025	NEBRASKA CITY UTILITIES		07/14/2025	42.99
01 2610 621 001		HS Utilities	42.99		
Total	NEBRASKA CITY UTILITIES		19,580.06		
	e16705-732638	NEBRASKA COUNCIL OF SCHOOL ADMIN.		07/14/2025	300.00
01 2510 330 000		EMPLOYEE TRAINING & DEVELOPMENT SERVICES	200.00		
01 2320 330 000		Superintendent Professional Development	100.00		
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.		300.00		
	BU#13480202.471100	NEBRASKA DEPARTMENT OF EDUCATION		07/14/2025	875.00
01 2141 330 003		SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	125.00		
01 2410 330 001		HS Principal Professional Development	125.00		
01 1100 330 001		HS Professional Development	125.00		
01 1100 330 001		HS Professional Development	125.00		
01 2410 330 003		Elem Principal Professional Development	125.00		
01 1100 330 003		Elem Professional Development	125.00		
01 1100 330 003		Elem Professional Development	125.00		
Total	NEBRASKA DEPARTMENT OF EDUCATION		875.00		
	10435	NEEMAN & SONS INC		07/14/2025	1,475.00
01 2620 431 003		Elem Repairs & Maintenance	1,475.00		
Total	NEEMAN & SONS INC		1,475.00		
	1153	NRCSA		07/14/2025	850.00
01 2310 810 000		BOE Dues and Fees	850.00		
Total	NRCSA		850.00		
	2022182787	ONE SOURCE THE BACKGROUND CHECK COMPANY		07/14/2025	97.50
01 2510 890 000		Superintendent Secretary Misc. Expenses	97.50		
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY		97.50		
	062025 CREDIT AMAZON	PALMYRA ACTIVITY FUND		07/14/2025	3,348.00
01 1100 610 001		HS General Supplies	3,348.00		
Total	PALMYRA ACTIVITY FUND		3,348.00		
	114	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		07/14/2025	1,422.00
01 2330 317 000		District Legal Services	1,422.00		
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		1,422.00		
	3320867441	PITNEY BOWES INC		07/14/2025	142.53
01 2510 440 000		Superintendent Copier/Mail Lease	142.53		
Total	PITNEY BOWES INC		142.53		
	2958-JULY 2025	PURCHASE POWER		07/14/2025	179.09

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
01 2510 531 003			Elem Postage	179.09		
Total	PURCHASE POWER			179.09		
		44300509	QUILL		07/14/2025	7.98
01 2410 610 001			HS Principal Supplies	7.98		
		44644664	QUILL		07/14/2025	22.94
01 2410 610 001			HS Principal Supplies	22.94		
		44690847	QUILL		07/14/2025	22.79
01 2410 610 001			HS Principal Supplies	22.79		
Total	QUILL			53.71		
		JUNE2025 - GENERAL	SAM'S CLUB/SYNCHRONY BANK		06/30/2025	540.38
01 1300 610 003			Summer School Supplies	28.40		
01 1200 610 003			Sped HS Supplies	32.94		
01 2900 610 001 0 001			Athletics	7.21		
01 1300 610 003			Summer School Supplies	197.02		
01 1300 610 003			Summer School Supplies	177.38		
01 2310 330 000			BOARD PROFESSIONAL DEVELOPMENT	75.48		
01 2510 610 000			CENTRAL OFFICE SUPPLIES	21.95		
Total	SAM'S CLUB/SYNCHRONY BANK			540.38		
		JUNE 2025 SUMMER MIL	Severe, Audrea		07/14/2025	21.00
01 2161 333 001			SPED HS OT MILEAGE	21.00		
Total	Severe, Audrea			21.00		
		662025 PHS	SEW CREATIVE		07/14/2025	507.33
01 1100 610 001			HS General Supplies	507.33		
Total	SEW CREATIVE			507.33		
		06302025 GYMFLOORS	Shepard Gym Floors		07/14/2025	3,950.00
01 2620 431 001			HS Repairs & Maintenance	3,950.00		
Total	Shepard Gym Floors			3,950.00		
		1187-3	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	61.54
01 2610 610 003			Elem Custodian Supplies	61.54		
		1188-1	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	110.78
01 2610 610 003			Elem Custodian Supplies	110.78		
		1225-1	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	430.00
01 2610 610 003			Elem Custodian Supplies	430.00		
		15528	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	(236.96)
01 2610 610 001			HS Custodian Supplies	(236.96)		
		1592-4	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	69.29
01 2610 610 003			Elem Custodian Supplies	69.29		
		23690	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	(126.95)
01 2610 610 001			HS Custodian Supplies	(126.95)		
		3884-6	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	110.78
01 2610 610 003			Elem Custodian Supplies	110.78		
		67669	SHERWIN-WILLIAMS COMPANY, THE		07/14/2025	152.91
01 2610 610 003			Elem Custodian Supplies	152.91		
Total	SHERWIN-WILLIAMS COMPANY, THE			571.39		

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		20250627-08	SOFTWARE UNLIMITED, INC.		07/14/2025	841.00
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	841.00		
		20250628-096	SOFTWARE UNLIMITED, INC.		07/14/2025	12,300.00
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	12,300.00		
		CR-20250628-02	SOFTWARE UNLIMITED, INC.		07/14/2025	(400.00)
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	(400.00)		
Total	SOFTWARE UNLIMITED, INC.			12,741.00		
		165143	Southwest Auto		07/14/2025	114.10
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	114.10		
		165251	Southwest Auto		07/14/2025	450.07
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	450.07		
		165298	Southwest Auto		07/14/2025	402.82
01 2730 431 000			BUS & VEHICLE SERVICING & MAINTENANCE	402.82		
Total	Southwest Auto			966.99		
		2025-26 ST INSUR	STUDENT ASSURANCE SERVICES, INC.		07/14/2025	925.00
01 1100 520 001			STUDENT INSURANCE	925.00		
Total	STUDENT ASSURANCE SERVICES, INC.			925.00		
		3368916	SUMMIT FIRE PROTECTION		07/14/2025	439.00
01 2610 431 001			HS Upkeep of Building	439.00		
Total	SUMMIT FIRE PROTECTION			439.00		
		25TriReg 4	TAESE/USU		07/14/2025	350.00
01 1200 330 001			Sped HS Professional Development	350.00		
Total	TAESE/USU			350.00		
		1791	TCA OUTDOOR POWER		07/14/2025	74.18
01 2650 610 000			Vehicle Supplies	74.18		
		1802	TCA OUTDOOR POWER		07/14/2025	66.60
01 2650 610 000			Vehicle Supplies	66.60		
Total	TCA OUTDOOR POWER			140.78		
		232266304	TEACHER SYNERGY, LLC		07/14/2025	215.44
01 1300 610 003			Summer School Supplies	215.44		
Total	TEACHER SYNERGY, LLC			215.44		
		337327	TIME MANAGEMENT SYSTEMS		07/14/2025	3,867.84
01 2510 643 000			WEB/CLOUD BASED SOFTWARE	3,867.84		
Total	TIME MANAGEMENT SYSTEMS			3,867.84		
		1000705106	TK ELEVATOR CORPORATION		07/14/2025	256.77
01 2620 431 001			HS Repairs & Maintenance	256.77		
Total	TK ELEVATOR CORPORATION			256.77		

PO Number		Invoice Number	Vendor Name		Invoice Date	Amount
Account Number			Detail Description	Amount	Cost Center ID	
		SI-25-028115	UNITE PRIVATE NETWORKS LLC		07/14/2025	2,144.92
01 2230 382 001			HS Distant Learning Connection	1,072.46		
01 2230 382 003			Elem Distant Learning Connection	1,072.46		
Total	UNITE PRIVATE NETWORKS LLC			2,144.92		
		89008	VILLAGE OF BENNET		07/14/2025	3,211.32
01 2610 621 003			Elem Utilities	36.56		
01 2610 410 003			Elem Water & Sewer	28.50		
01 2610 410 003			Elem Water & Sewer	1,635.47		
01 2610 410 003			Elem Water & Sewer	24.00		
01 2610 410 003			Elem Water & Sewer	1,486.79		
Total	VILLAGE OF BENNET			3,211.32		
		488	VINSON AC & MAINTENANCE		07/14/2025	315.00
01 2620 431 003			Elem Repairs & Maintenance	315.00		
		500	VINSON AC & MAINTENANCE		07/14/2025	582.56
01 2620 431 001			HS Repairs & Maintenance	582.56		
		501	VINSON AC & MAINTENANCE		07/14/2025	639.00
01 2620 431 001			HS Repairs & Maintenance	639.00		
		502	VINSON AC & MAINTENANCE		07/14/2025	1,055.00
01 2620 431 001			HS Repairs & Maintenance	1,055.00		
Total	VINSON AC & MAINTENANCE			2,591.56		
		38005664	VOICE NEWS		07/14/2025	12.48
01 2310 540 000			BOE Advertising	12.48		
		38005665	VOICE NEWS		07/14/2025	11.48
01 2310 540 000			BOE Advertising	11.48		
		38005666	VOICE NEWS		07/14/2025	14.98
01 2310 540 000			BOE Advertising	14.98		
		38005766	VOICE NEWS		07/14/2025	9.99
01 2310 540 000			BOE Advertising	9.99		
		38005767	VOICE NEWS		07/14/2025	18.97
01 2310 540 000			BOE Advertising	18.97		
Total	VOICE NEWS			67.90		
		1851024T059	WASTE CONNECTIONS OF NEBRASKA		07/14/2025	1,242.42
01 2610 431 001			HS Upkeep of Building	1,242.42		
Total	WASTE CONNECTIONS OF NEBRASKA			1,242.42		
		JUNE2025 - 091969071	WINDSTREAM		07/14/2025	191.21
01 2510 382 001			HS Telephone	191.21		
Total	WINDSTREAM			191.21		
		451860	WOODRIVER ENERGY LLC		07/14/2025	1,258.60
01 2610 621 001			HS Utilities	117.89		
01 2610 621 001			HS Utilities	867.63		
01 2610 621 003			Elem Utilities	273.08		
		456357	WOODRIVER ENERGY LLC		07/14/2025	901.37
01 2610 621 001			HS Utilities	93.99		
01 2610 621 001			HS Utilities	631.40		
01 2610 621 003			Elem Utilities	175.98		
Total	WOODRIVER ENERGY LLC			2,159.97		

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	Cost Center ID
Fund Number			218,354.83	
Checking Account ID			218,354.83	

July Bills	$	218,354.83
June Payroll	$	714,459.01
	$	932,813.84

Fund: 01 GENERAL FUND

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
01 101		CASH IN BANK	5,574,868.71	742,649.90	856,416.79	5,461,101.82
01 900		Cash County Treasurer	920,015.69	0.00	0.00	920,015.69
Total:	Current Assets		6,494,884.40	742,649.90	856,416.79	6,381,117.51
Current Liabilities						
01 450		PAYROLL DEDUCTION PAYABLE	15,001.59	1,617.64	1,617.64	15,001.59
01 451		FICA PAYABLE	(1,715.50)	78,772.56	78,772.56	(1,715.50)
01 452		FIT PAYABLE	(132.77)	35,262.26	35,262.26	(132.77)
01 453		INSURANCE PAYABLE	14,431.62	128,701.03	125,916.92	11,647.51
01 454		RETIREMENT PAYABLE	(10,859.66)	96,010.02	96,010.02	(10,859.66)
01 455		SIT PAYABLE	0.00	16,679.64	16,679.64	0.00
Total:	Current Liabilities		16,725.28	357,043.15	354,259.04	13,941.17
Fund Balance						
01 704		Fund Balance - Regular Unspent	6,478,159.12	852,553.78	741,571.00	6,367,176.34
Total:	Fund Balance		6,478,159.12	852,553.78	741,571.00	6,367,176.34
Revenue						
01 1100		LOCAL PROPERTY TAXES	2,865,957.63	922.93	92,197.18	2,957,231.88
01 1115		CARLINE TAX	874.16	0.00	638.00	1,512.16
01 1120		In-Lieu 1957 Levy Tax	72.99	0.00	0.00	72.99
01 1125		MOTOR VEHICLE TAXES	321,848.39	0.00	41,526.99	363,375.38
01 1140		Interest Levied Tax	16,569.37	0.00	96.33	16,665.70
01 1312		SUMMER SCHOOL TUITION	3,880.00	75.00	825.00	4,630.00
01 1370		PRESCHOOL TUITION & FEES	27,525.00	0.00	1,250.00	28,775.00
01 1510		INTEREST ON INVESTMENTS	4,446.82	0.00	464.62	4,911.44
01 1800		REC PROGRAM - COMMUNITY SERVICES	31,733.77	0.00	1,597.05	33,330.82
01 1911		LOCAL LICENSE FEES	300.00	0.00	0.00	300.00
01 1920		EDUCATION QUEST FOUNDATION	(3,223.28)	316.80	316.80	(3,223.28)
01 1990		OTHER LOCAL RECEIPTS	57.00	0.00	0.00	57.00
01 2110		COUNTY FINES & LICENSE FEES	50,530.36	0.00	3,617.02	54,147.38
01 2210		ESU RECEIPTS	328.00	0.00	0.00	328.00
01 3110		STATE AID	3,308,121.00	0.00	367,564.00	3,675,685.00
01 3120		SPED SCHOOL AGE	685,088.00	0.00	184,851.00	869,939.00
01 3125		SPED TRANSPORTATION	45,876.00	0.00	0.00	45,876.00
01 3130		HOMESTEAD EXEMPTION	163,510.42	69.71	19,421.31	182,862.02
01 3131		PROPERTY TAX CREDIT	1,796,588.22	39.18	1,733.12	1,798,282.16
01 3180		PRO-RATE MOTOR VEHICLE	5,611.22	0.00	0.00	5,611.22
01 3400		STATE APPORTIONMENT	250,799.57	0.00	0.00	250,799.57
01 3535		PAYMENTS FOR HIGH ABILITY LEARNERS	7,305.00	0.00	0.00	7,305.00
01 3540		STATE EARLY CHILDHOOD	66,830.00	0.00	0.00	66,830.00
01 4505		TITLE 1 PART A - CARRY OVER	49,770.00	0.00	0.00	49,770.00
01 4516		IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	3,921.00	0.00	0.00	3,921.00
01 4518		IDEA ENROLLMENT/POVERTY	134,579.00	0.00	0.00	134,579.00
01 4708		MEDICAID REIMBURSEMENT SPED	4,818.52	0.00	0.00	4,818.52
01 4709		MEDICAID ADMIN ACTIVITIES (MAAPS)	13,221.08	0.00	0.00	13,221.08
01 4969		TITLE IV, PART A	10,000.00	0.00	0.00	10,000.00
01 4998		ESSERS III	22,838.00	0.00	0.00	22,838.00
01 5301		INSURANCE ADJUSTMENTS	12,902.96	0.00	0.00	12,902.96
01 9000		NON-PROGRAMMED RECEIPTS	64.04	0.00	0.00	64.04
Total:	Revenue		9,902,744.24	1,423.62	716,098.42	10,617,419.04
Expenditure						

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1100 111 001	HS Teacher Salary	979,712.01	107,569.34	1,968.99	1,085,312.36
01 1100 111 002	MS TEACHER SALARIES	149,341.92	18,181.50	0.00	167,523.42
01 1100 111 003	Elem Teacher Salary	959,344.15	105,924.21	2,452.18	1,062,816.18
01 1100 112 003	Elem Para	57,708.75	4,927.50	0.00	62,636.25
01 1100 113 001	HS Sub Teacher Salary	84,456.25	8,020.00	0.00	92,476.25
01 1100 113 003	Elem Sub Teacher Salary	54,572.75	5,481.25	0.00	60,054.00
01 1100 120 001	HS COMMUNITY COACH/ACTIVITY SPONSOR	12,284.75	159.75	0.00	12,444.50
01 1100 130 003	Overtime - Classified	247.82	10.50	0.00	258.32
01 1100 150 001	Non-instructional	1,864.06	174.34	0.00	2,038.40
01 1100 151 001	HS Coach/Gate/Sponsor - Teacher/Prof. Staff	88,487.81	9,036.31	0.00	97,524.12
01 1100 151 002	MS Coach/Gate/Sponsor - Teacher/Prof. Staff	21,205.06	2,578.34	0.00	23,783.40
01 1100 151 003	ELEM Coach/Gate/Sponsor - Teacher/Prof. Staff	4,023.71	352.19	0.00	4,375.90
01 1100 152 001	HS PARA COACH/ACTIVITY SPONSOR	4,255.00	0.00	0.00	4,255.00
01 1100 152 002	PARA COACH/ACTIVITY SPONSOR	1,281.00	0.00	0.00	1,281.00
01 1100 210 001	HS CLERICAL/PARA INSURANCE	300.33	33.34	0.00	333.67
01 1100 211 001	HS Teacher, BCBS, Life, Vision, Dental	310,643.92	35,076.27	1,291.39	344,428.80
01 1100 211 002	MS TEACHER BCBS, LIFE, VISION, DENTAL INSRU	57,548.55	7,481.15	0.00	65,029.70
01 1100 211 003	Elem Teacher BCBS, Life, Vision, Dental	353,636.04	39,296.10	1,064.16	391,867.98
01 1100 212 003	Elem PARA INSURNCE	1,878.21	643.75	0.00	2,521.96
01 1100 213 001	HS SUBSTITUTE MEDICAL INS	434.42	40.69	0.00	475.11
01 1100 213 003	ELEM SUBSTITUTE MEDICAL INS	366.69	40.42	0.00	407.11
01 1100 220 001	HS Clerical FICA	1,081.07	25.59	0.17	1,106.49
01 1100 220 003	Elem Clerical FICA	18.94	0.81	0.00	19.75
01 1100 221 001	HS Teacher FICA	81,848.75	9,011.41	315.99	90,544.17
01 1100 221 002	MS TEACHER/PROFESSIONAL FICA	12,606.20	1,593.68	58.49	14,141.39
01 1100 221 003	Elem Teacher FICA/MEDICARE	72,920.59	8,212.66	565.71	80,567.54
01 1100 222 001	HS PARA FICA	325.47	0.00	0.00	325.47
01 1100 222 002	PARA FICA	97.98	0.00	0.00	97.98
01 1100 222 003	Elem Para FICA	4,336.16	376.96	0.00	4,713.12
01 1100 223 001	HS Substitute Teacher FICA	6,556.75	613.53	0.20	7,170.08
01 1100 223 003	Elem Substitute Teacher FICA	4,159.44	419.31	0.00	4,578.75
01 1100 230 001	HS CLERICAL/PARA RETIREMENT	173.33	17.95	0.00	191.28
01 1100 230 003	ELEM CLERICAL/PARA RETIREMENT	18.22	0.77	0.00	18.99
01 1100 231 001	HS Teacher Retirement	78,898.81	8,568.26	144.72	87,322.35
01 1100 231 002	HS Teacher Retirement	12,535.28	1,525.85	0.00	14,061.13
01 1100 231 003	Elem Teacher Retirement	70,807.30	7,811.28	180.22	78,438.36
01 1100 232 001	HS Para RETIREMENT	239.23	0.00	0.00	239.23
01 1100 232 002	Para RETIREMENT	94.14	0.00	0.00	94.14
01 1100 232 003	Elem PARAEDUCATOR RETIREMENT	4,199.60	362.19	0.00	4,561.79
01 1100 233 001	HS SUBSTITUTE TEACHER RETIREMENT	1,741.87	212.55	0.00	1,954.42
01 1100 233 003	Elem SUBSTITUTE TEACHER RETIREMENT	1,569.86	98.71	0.00	1,668.57
01 1100 237 001	HS Increase Retirement Contributions	27,875.75	3,026.03	49.78	30,852.00
01 1100 237 002	Increase Retirement Contributions	4,343.43	524.76	0.00	4,868.19
01 1100 237 003	ELEM Increase Retirement Contributions	26,342.45	2,845.20	61.99	29,125.66
01 1100 281 001	HS Teacher CASH-IN-LIEU MED Ins	8,000.00	750.00	0.00	8,750.00
01 1100 281 003	Elem Teacher CASH-IN-LIEU MED INSURANCE	6,075.00	675.00	0.00	6,750.00
01 1100 290 001	OTHER BENEFITS	6,599.73	0.00	0.00	6,599.73

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1100 290 003	OTHER BENEFITS	4,477.29	0.00	0.00	4,477.29
01 1100 320 000	PROFESSIONAL SERVICES	7,500.00	0.00	0.00	7,500.00
01 1100 320 001	HS Services/Assessments	8,584.80	320.00	0.00	8,904.80
01 1100 320 003	ELEM PROFESSIONAL EDUCATIONAL SERVICES	3,090.00	0.00	0.00	3,090.00
01 1100 330 001	HS Professional Development	1,043.00	38.00	0.00	1,081.00
01 1100 330 003	Elem Professional Development	815.00	3,950.00	0.00	4,765.00
01 1100 333 001	HS Mileage	999.76	252.00	0.00	1,251.76
01 1100 333 003	Elem Mileage	758.57	157.50	0.00	916.07
01 1100 440 001	HS Copier Lease	13,772.52	1,773.14	0.00	15,545.66
01 1100 440 003	Elem Copier Lease	13,772.53	3,497.55	1,773.15	15,496.93
01 1100 520 001	STUDENT INSURANCE	0.00	0.00	0.00	0.00
01 1100 610 001	HS General Supplies	29,865.24	1,668.03	0.00	31,533.27
01 1100 610 001 2 101	HS ART SUPPLIES	3,641.44	299.95	0.00	3,941.39
01 1100 610 001 2 102	HS INSTRUMENTAL SUPPLIES	7,599.79	521.07	0.00	8,120.86
01 1100 610 001 2 103	HS VOCAL SUPPLIES	1,888.36	0.00	0.00	1,888.36
01 1100 610 002	MS GENERAL SUPPLIES	916.24	0.00	0.00	916.24
01 1100 610 003	Elem General Supplies	37,545.88	123.24	469.43	37,199.69
01 1100 610 003 1 301	ELEM ART SUPPLIES	923.00	0.00	0.00	923.00
01 1100 610 003 1 302	ELEM MUSIC SUPPLIES	385.45	0.00	0.00	385.45
01 1100 640 001	HS Textbooks	33,743.56	0.00	0.00	33,743.56
01 1100 640 003	Elem Textbooks	2,978.54	0.00	0.00	2,978.54
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	21,816.41	0.00	0.00	21,816.41
01 1100 643 001	WEB/CLOUD BASED SOFTWARE	3,582.00	2,180.00	0.00	5,762.00
01 1100 643 003	WEB/CLOUD BASED SOFTWARE	3,582.00	2,180.00	0.00	5,762.00
01 1100 650 001	HS Technology Supplies	7,067.84	87.78	0.00	7,155.62
01 1100 650 003	Elem Technology Supplies	2,402.44	14.99	0.00	2,417.43
01 1100 810 001	HS DUES AND FEES	999.99	0.00	0.00	999.99
01 1100 890 001	HS Misc. Expenses	1,063.63	0.00	0.00	1,063.63
01 1160 111 001	SALARIES OF TEACHERS/PROFESSIONAL STAFF	12,555.00	1,395.00	0.00	13,950.00
01 1160 111 003	Poverty Grant Teacher/Prof. Salaries	9,541.80	1,060.20	0.00	10,602.00
01 1160 112 001	Para/Nurse Salary	16,105.11	1,801.48	0.00	17,906.59
01 1160 112 003	Poverty Grant Para/Nurse Salary	44,420.28	4,130.51	0.00	48,550.79
01 1160 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	4,178.25	464.25	0.00	4,642.50
01 1160 211 003	Poverty Grant Teacher/Prof Insurance	4,157.26	462.34	0.00	4,619.60
01 1160 221 001	TEACHER/PROFESSIONAL FICA	946.17	107.08	1.95	1,051.30
01 1160 221 003	Poverty Grant Teacher/Prof FICA	713.25	81.38	2.13	792.50
01 1160 222 001	Poverty Nurse FICA	1,232.04	137.81	0.00	1,369.85
01 1160 222 003	Elem PARA FICA	3,379.92	315.97	0.00	3,695.89
01 1160 231 001	TEACHER RETIREMENT	919.44	102.16	0.00	1,021.60
01 1160 231 003	Poverty Grant Teacher/Prof. Retirement	701.28	77.92	0.00	779.20
01 1160 232 001	Nurse Retirement	1,183.76	132.41	0.00	1,316.17
01 1160 232 003	Poverty Elem PARAEDUCATOR RETIREMENT	2,446.90	214.57	0.00	2,661.47
01 1160 237 001	Increase Retirement Contributions	723.26	80.66	0.00	803.92
01 1160 237 003	Increase Retirement Contributions	1,082.79	100.60	0.00	1,183.39
01 1190 110 003	SALARY PARA/DRIVER	1,040.00	0.00	0.00	1,040.00
01 1190 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	30,401.70	4,603.50	0.00	35,005.20
01 1190 112 003	PARAEDUCATORS SALARY	54,668.07	4,053.68	0.00	58,721.75
01 1190 130 001	OVERTIME FOR NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00
01 1190 130 003	OVERTIME FOR NON-INSTRUCTIONAL	0.48	0.00	0.00	0.48

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1190 210 001	NON - INSTRUCTIONAL INSURANCE	0.00	0.00	0.00	0.00
01 1190 210 003	ECEP PARA/BUS INSURANCE	0.00	0.00	0.00	0.00
01 1190 211 003	ECEP TEACHER BCBS, LIFE, VISION, DENTAL INSRU	4,203.26	940.41	0.00	5,143.67
01 1190 220 001	NON-INSTRUCTIONAL FICA	0.00	0.00	0.00	0.00
01 1190 220 003	ECEP NON-INSTRUCTIONAL FICA	0.04	0.00	0.00	0.04
01 1190 221 003	ECEP TEACHER/PROFESSIONAL FICA	2,493.23	372.58	3.09	2,862.72
01 1190 222 003	ECEP PARA FICA	4,171.88	310.10	0.00	4,481.98
01 1190 230 001	NON-INSTRUCTIONAL RETIREMENT	0.00	0.00	0.00	0.00
01 1190 230 003	ECEP NON-INSTRUCTIONAL RETIREMENT	0.03	0.00	0.00	0.03
01 1190 231 003	ECEP TEACHER RETIREMENT	2,234.50	338.35	0.00	2,572.85
01 1190 232 003	ECEP PARAEDUCATOR RETIREMENT	3,639.10	280.73	0.00	3,919.83
01 1190 237 001	Increase Retirement Contributions	0.00	0.00	0.00	0.00
01 1190 237 003	ECEP Increase Retirement Contributions	2,020.11	212.93	0.00	2,233.04
01 1190 281 003	ECEP CASH-IN-LIEU MEDICAL INSURANCE	2,250.00	250.00	0.00	2,500.00
01 1190 330 003	ECEP EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00
01 1190 610 003	ECEP GENERAL SUPPLIES	10,644.92	45.64	0.00	10,690.56
01 1200 110 000	SPED Classified	5,472.02	813.02	0.00	6,285.04
01 1200 110 001	Sped HS Clerical Salary	6,533.32	0.00	0.00	6,533.32
01 1200 110 003	SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	0.00	0.00	0.00	0.00
01 1200 111 000	Director of SS Salary	52,266.64	6,533.33	0.00	58,799.97
01 1200 111 001	Sped HS Teacher Salary	203,311.50	21,901.50	0.00	225,213.00
01 1200 111 003	Sped Elem Teacher Salary	135,463.80	19,310.40	0.00	154,774.20
01 1200 112 001	HS SPED PARAEDUCATORS SALARY	53,557.21	5,153.23	0.00	58,710.44
01 1200 112 003	Sped Elem Para Salary	70,406.82	7,918.30	0.00	78,325.12
01 1200 113 001	Sped HS Substitute Teacher Salary	8,345.50	158.00	0.00	8,503.50
01 1200 113 003	Sped Elem Substitute Teacher Salary	3,081.00	0.00	0.00	3,081.00
01 1200 130 001	Overtime - Sped Para	371.02	22.55	0.00	393.57
01 1200 130 003	Overtime - Sped Para	567.12	80.24	0.00	647.36
01 1200 210 000	SPED Clerical Insurance	23.22	3.39	0.00	26.61
01 1200 210 001	HS SPED CLERICAL INSURANCE	697.04	1.19	0.00	698.23
01 1200 210 003	SPED Elem Clerical Insurance	0.13	0.00	0.00	0.13
01 1200 211 000	Dir. SS BCBS, LIFE, VISION, DENTAL INSRU	4,940.16	617.52	0.00	5,557.68
01 1200 211 001	Sped HS Teacher Insurance	71,552.40	8,192.60	0.00	79,745.00
01 1200 211 003	Sped Elem Teacher Insurance	29,307.60	3,904.83	0.00	33,212.43
01 1200 212 001	SPED PARA INSURANCE	5,800.37	623.33	0.00	6,423.70
01 1200 212 003	Elem Sped Para INSURNCE	67.24	11.02	0.00	78.26
01 1200 213 001	SUBSTITUTE MEDICAL INS	235.59	0.00	0.00	235.59
01 1200 213 003	SPED SUB MEDICAL INS	65.65	0.00	0.00	65.65
01 1200 220 000	SPED Clerical FICA	420.14	62.49	0.00	482.63
01 1200 220 001	HS Sped Clerical FICA	526.31	1.74	0.00	528.05
01 1200 220 003	Sped Elem Clerical FICA	43.39	6.14	0.00	49.53
01 1200 221 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	4,005.84	501.55	0.82	4,506.57
01 1200 221 001	Sped HS Teacher FICA	15,404.67	1,681.34	24.78	17,061.23
01 1200 221 003	Sped Elem Teacher FICA	10,580.40	1,520.78	18.60	12,082.58
01 1200 222 001	Sped HS Para FICA	3,846.63	394.19	0.00	4,240.82
01 1200 222 003	Sped Elem Para FICA	5,375.95	605.75	0.00	5,981.70
01 1200 223 001	Sped HS Sub Teacher FICA	628.01	12.09	0.00	640.10

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 1200 223 003	Sped Elem Sub Teacher FICA	233.30	0.00	0.00	233.30
01 1200 230 000	SPED Clerical Retirement	402.11	59.72	0.00	461.83
01 1200 230 001	Sped HS Clerical Retirement	507.49	1.65	0.00	509.14
01 1200 230 003	Sped Elem Clerical Retirement	41.68	5.89	0.00	47.57
01 1200 231 000	TEACHER RETIREMENT	3,841.60	480.20	0.00	4,321.80
01 1200 231 001	Sped HS Teacher Retirement	14,918.42	1,609.76	0.00	16,528.18
01 1200 231 003	Sped Elem Teacher Retirement	9,956.49	1,419.31	0.00	11,375.80
01 1200 232 001	Sped HS Para Retirement	3,759.84	343.33	0.00	4,103.17
01 1200 232 003	Sped Para Elem Retirement	5,173.28	581.99	0.00	5,755.27
01 1200 233 001	HS SPED SUB TEACHER RETIREMENT	436.67	0.00	0.00	436.67
01 1200 233 003	ELEM SPED SUB TEACHER RETIREMENT	69.68	0.00	0.00	69.68
01 1200 237 000	Increase Retirement Contributions	1,459.54	185.69	0.00	1,645.23
01 1200 237 001	SPED HSIncrease Retirement Contributions	6,748.64	672.28	0.00	7,420.92
01 1200 237 003	SPED ELIncrease Retirement Contributions	5,241.73	690.32	0.00	5,932.05
01 1200 281 003	ELEM SPED CASH-IN-LIEU MEDICAL INSURANCE	4,500.00	500.00	0.00	5,000.00
01 1200 320 000	Sped Director Professional Services ESU	0.00	0.00	0.00	0.00
01 1200 320 001	Sped HS Contracted Service	35,488.50	0.00	0.00	35,488.50
01 1200 330 001	Sped HS Professional Development	843.90	0.00	0.00	843.90
01 1200 330 003	Sped Elem Professional Development	575.00	0.00	575.00	0.00
01 1200 580 000	Sped Travel	175.18	0.00	0.00	175.18
01 1200 591 000	SPED DIRECTOR FOR DIST	(1,000.00)	0.00	0.00	(1,000.00)
01 1200 591 003	ELEM SPED DIRECTOR	3,440.00	0.00	0.00	3,440.00
01 1200 610 001	Sped HS Supplies	2,560.58	0.00	0.00	2,560.58
01 1200 610 001 0 104	ASPIRE SUPPLIES	843.27	7,395.98	6,955.98	1,283.27
01 1200 610 003	Sped Elem Supplies	3,414.33	252.01	0.00	3,666.34
01 1200 810 000	DUES AND FEES	195.00	435.00	0.00	630.00
01 1291 111 003	SPED PRESCHOOL TEACHER SALARY	30,265.30	4,491.90	0.00	34,757.20
01 1291 211 003	SPED Prek BCBS, LIFE, VISION, DENTAL INSRU	7,374.76	1,298.33	0.00	8,673.09
01 1291 221 003	TEACHER/PROFESSIONAL FICA	2,307.51	344.84	3.23	2,649.12
01 1291 231 003	Prek SPED Retirement	2,224.52	330.16	0.00	2,554.68
01 1291 237 003	PreK SPED Teacher Increase Retirement Contributions	765.04	113.55	0.00	878.59
01 1291 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	120.00	0.00	0.00	120.00
01 1291 333 000	MILEAGE PAID TO STAFF	72.36	0.00	0.00	72.36
01 1291 610 003	SPED PRESCHOOL GENERAL SUPPLIES	12,518.12	0.00	0.00	12,518.12
01 1300 610 003	Summer School Supplies	0.00	140.43	0.00	140.43
01 2120 111 001	Counselor HS Salary	50,220.00	5,580.00	0.00	55,800.00
01 2120 111 003	Counselor Elem Salary	38,167.20	4,240.80	0.00	42,408.00
01 2120 211 001	Counselor HS Insurance	16,713.09	1,857.01	0.00	18,570.10
01 2120 211 003	Counselor Elem Insurance	17,729.17	1,849.40	0.00	19,578.57
01 2120 221 001	Counselor HS FICA	3,785.31	428.38	7.79	4,205.90
01 2120 221 003	Counselor Elem FICA	2,853.06	325.55	8.55	3,170.06
01 2120 231 001	Counselor HS Retirement	3,678.30	408.70	0.00	4,087.00
01 2120 231 003	Counselor Elem Retirement	2,805.31	311.70	0.00	3,117.01
01 2120 237 001	COUNSELOR Inc Retirement Contributions	1,265.04	140.56	0.00	1,405.60
01 2120 237 003	COUNSELOR INC RETIREMENT CONT	964.79	107.20	0.00	1,071.99

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2120 320 001	Counselor Contracted Service	697.00	0.00	0.00	697.00
01 2120 330 001	Counselor Professional Development	30.00	0.00	0.00	30.00
01 2120 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	125.00	0.00	0.00	125.00
01 2120 580 001	Counselor Travel Expenses	407.08	0.00	0.00	407.08
01 2120 580 003	Counselor Travel Expenses	289.90	0.00	0.00	289.90
01 2120 610 001	Counselor HS Supplies	7,230.74	3,930.00	0.00	11,160.74
01 2120 610 003	Counselor Elem Supplies	1,994.78	0.00	0.00	1,994.78
01 2120 810 003	ELEM COUNSELOR DUES AND FEES	349.00	0.00	0.00	349.00
01 2130 610 000	GENERAL SUPPLIES	6,080.92	1,612.97	1,389.00	6,304.89
01 2130 610 003	GENERAL SUPPLIES	2,700.97	0.00	0.00	2,700.97
01 2130 810 000	NURSE DUES AND FEES	0.00	0.00	0.00	0.00
01 2131 112 003	Sped Nursing Services	7,005.05	879.30	0.00	7,884.35
01 2131 222 003	PARA FICA	528.11	67.27	0.00	595.38
01 2131 232 003	SPED Nursing Retirement	236.71	26.48	0.00	263.19
01 2131 237 003	SPED Nurse Increase Retirement Contributions	81.42	9.11	0.00	90.53
01 2131 320 002	MS SPED CONTRACED NURSING SERVICES	52,055.90	18,159.05	0.00	70,214.95
01 2140 320 001	PROFESSIONAL EDUCATIONAL SERVICES	20.00	0.00	0.00	20.00
01 2141 111 003	SPED ELEM PSYCHOLOGY SALARY	59,949.00	6,661.00	0.00	66,610.00
01 2141 211 003	SPED ELEM PSYCH INSURANCE	22,021.84	2,331.62	0.00	24,353.46
01 2141 221 003	SPED ELEM PSYCH FICA	4,270.13	511.36	36.97	4,744.52
01 2141 231 003	SPED ELEM PSYCHOLOGY RETIREMENT	4,406.23	489.58	0.00	4,895.81
01 2141 237 003	SPED PSYCH INC RETIREMENT CONTRIBUTIONS	1,515.42	168.38	0.00	1,683.80
01 2141 320 001	HS SPED PSYCHOLOGY CONTRACTED SERVICES	2,690.00	0.00	0.00	2,690.00
01 2141 330 003	SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.	135.00	0.00	0.00	135.00
01 2141 580 003	SPED PSYCHOLOGY TRAVEL EXPENSES	289.90	0.00	0.00	289.90
01 2141 591 003	ESU PSYCHOLOGY SERVICES	0.00	0.00	1,000.00	(1,000.00)
01 2141 610 003	SPED PSYCHOLOGY SUPPLIES	6,137.92	0.00	0.00	6,137.92
01 2151 111 001	Sped Speech HS Salary	21,688.98	2,391.04	0.00	24,080.02
01 2151 111 003	Sped Speech Elem Salary	62,169.24	6,665.32	0.00	68,834.56
01 2151 211 001	Sped Speech HS Insurance	100.67	11.07	0.00	111.74
01 2151 211 003	Sped Speech ELEM Insurance	306.77	31.92	0.00	338.69
01 2151 221 001	Speech HS FICA	1,692.63	186.62	0.00	1,879.25
01 2151 221 003	Sped Speech Elem FICA	5,020.96	539.34	0.00	5,560.30
01 2151 231 001	Sped Speech HS Retirement	1,594.13	175.74	0.00	1,769.87
01 2151 231 003	Sped Speech Elem Retirement	4,430.35	489.90	0.00	4,920.25
01 2151 237 001	Sped Speech HS Salary	548.25	60.44	0.00	608.69
01 2151 237 003	Sped Speech Elem Inc Retirement Contr	1,523.64	168.48	0.00	1,692.12
01 2151 281 001	Sped Speech HS CASH-IN-LIEU MEDICAL INS.	360.00	40.00	0.00	400.00
01 2151 281 003	Sped Speech ElemCASH-IN-LIEU MEDICAL INS	3,240.00	360.00	0.00	3,600.00
01 2151 330 003	Sped Speech Elem Professional Developmen	1,384.47	0.00	0.00	1,384.47
01 2151 333 003	Sped Speech Elem MILEAGE PAID TO STAFF	363.08	113.40	0.00	476.48
01 2151 591 001	HS AUDIOLOGY SERVICE FROM ESU/DISTRICT	4,060.52	457.20	0.00	4,517.72
01 2151 591 003	ELEM AUDIOLOGY SERVICES ESU/DISTRICT	4,060.52	457.20	0.00	4,517.72

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2151 610 003	Sped Speech Elem Supplies	1,742.34	0.00	0.00	1,742.34
01 2152 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	7,705.65	644.49	0.00	8,350.14
01 2152 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	26.52	2.94	0.00	29.46
01 2152 221 003	TEACHER/PROFESSIONAL FICA	591.07	49.48	0.00	640.55
01 2152 231 003	TEACHER RETIREMENT	427.30	47.37	0.00	474.67
01 2152 237 003	Increase Retirement Contributions	146.94	16.29	0.00	163.23
01 2153 111 000	SALARIES OF TEACHERS/PROFESSIONAL STAFF	5,813.65	644.49	0.00	6,458.14
01 2153 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	26.56	2.94	0.00	29.50
01 2153 221 000	TEACHER/PROFESSIONAL FICA	446.30	49.48	0.00	495.78
01 2153 231 000	TEACHER RETIREMENT	427.32	47.37	0.00	474.69
01 2153 237 000	Increase Retirement Contributions	147.04	16.30	0.00	163.34
01 2161 111 001	Sped Occupational Therapy HS Salary	3,113.73	345.97	0.00	3,459.70
01 2161 111 002	OT Services - Middle School	3,113.73	345.97	0.00	3,459.70
01 2161 111 003	Sped Occupational Therapy Elem Salary	24,909.57	2,767.73	0.00	27,677.30
01 2161 211 001	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	1,565.11	174.15	0.00	1,739.26
01 2161 211 002	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	1,565.18	174.16	0.00	1,739.34
01 2161 211 003	Sped Occupational Therapy Elem Insurance	12,520.72	1,393.17	0.00	13,913.89
01 2161 221 001	Sped HS TEACHER/PROFESSIONAL FICA	235.73	26.57	0.38	261.92
01 2161 221 002	OT Services Middle School - FICA	235.66	26.57	0.39	261.84
01 2161 221 003	Sped Occupational Therapy Elem FICA	1,885.36	212.47	2.99	2,094.84
01 2161 231 001	Sped Occupational Therapy HS Retirement	228.87	25.43	0.00	254.30
01 2161 231 002	TEACHER RETIREMENT	228.87	25.43	0.00	254.30
01 2161 231 003	Sped Occupational Therapy ElemRetirement	1,830.87	203.43	0.00	2,034.30
01 2161 237 001	Increase Retirement Contributions	78.75	8.75	0.00	87.50
01 2161 237 002	Increase Retirement Contributions	78.68	8.74	0.00	87.42
01 2161 237 003	Sped OT Inc. Retirement Contributions	629.64	69.96	0.00	699.60
01 2161 330 003	Sped Occupational Therapy Prof. Developm	296.50	79.80	0.00	376.30
01 2161 333 001	SPED HS OT MILEAGE	115.24	0.00	0.00	115.24
01 2161 610 001	HS OT SUPPLIES	719.60	0.00	0.00	719.60
01 2161 610 003	Sped Occupational Therapy Elem Supplies	2,446.18	0.00	0.00	2,446.18
01 2171 320 002	MS PROFESSIONAL EDUCATIONAL SERVICES	3,741.00	382.00	0.00	4,123.00
01 2171 320 003	Physical Therapy Elem Contracted Service	18,855.11	1,053.00	0.00	19,908.11
01 2171 330 003	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	0.00	0.00	0.00	0.00
01 2181 591 001	HS VISUALLY IMPAIRED SERVICES	8,208.00	1,026.00	0.00	9,234.00
01 2220 111 001	HS Library Teacher Salary	25,110.00	2,790.00	0.00	27,900.00
01 2220 111 003	Elem Library Salary	25,110.00	2,922.88	0.00	28,032.88
01 2220 112 001	HS Library Para Salary	10,501.60	370.00	0.00	10,871.60
01 2220 112 003	Elem Library Para Salary	18,785.74	1,130.14	0.00	19,915.88
01 2220 211 001	HS Library BCBS, Vision, Life, Dental	112.58	12.51	0.00	125.09
01 2220 211 003	Elem Library BCBS, Vision, Life, Dental	112.58	13.09	0.00	125.67
01 2220 212 003	PARA INSURANCE	52.98	4.90	0.00	57.88
01 2220 221 001	HS Library FICA	2,014.10	223.79	0.00	2,237.89
01 2220 221 003	Elem Library FICA	2,014.10	233.96	0.00	2,248.06

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2220 222 003	Elem Library PARA FICA	1,437.08	86.45	0.00	1,523.53
01 2220 231 001	HS Library Retirement	1,845.63	205.07	0.00	2,050.70
01 2220 231 003	Elem Library Retirement	1,845.63	214.84	0.00	2,060.47
01 2220 232 003	Elem Library PARAEDUCATOR RETIREMENT	1,380.75	83.06	0.00	1,463.81
01 2220 237 001	Library Inc Retirement Contributions	634.76	70.53	0.00	705.29
01 2220 237 003	Elem Lib Inc Retirement Contributions	1,109.65	102.46	0.00	1,212.11
01 2220 281 001	HS Libaray Teacher CASH-IN-LIEU Med Ins	1,125.00	125.00	0.00	1,250.00
01 2220 281 003	Elem Library Teacher CASH-IN-LIEU Med In	1,125.00	125.00	0.00	1,250.00
01 2220 610 001	HS Library Supplies	8,253.79	332.81	0.00	8,586.60
01 2220 610 003	Elem Library Supplies	764.38	38.25	0.00	802.63
01 2220 640 001	HS Library Books/Periodicals	29.79	0.00	0.00	29.79
01 2224 432 000	TECHNOLOGY REALATED REPAIRS & MAINTENANCE	17,480.84	0.00	0.00	17,480.84
01 2224 530 000	Internet Service	8,078.85	292.87	0.00	8,371.72
01 2230 111 000	Tech Coord.	54,684.00	6,835.50	0.00	61,519.50
01 2230 211 000	Tech Coord. BCBS, LIFE, VISION, DENTAL INSRU	11,624.96	1,389.51	0.00	13,014.47
01 2230 221 000	Tech Coord. FICA	4,050.47	524.76	18.48	4,556.75
01 2230 231 000	Tech Coord. RETIREMENT	4,019.28	502.41	0.00	4,521.69
01 2230 237 000	Tech Coord. Increase Retirement Contributions	1,382.32	172.79	0.00	1,555.11
01 2230 330 000	TECH PROFESSIONAL DEVELOPMENT	50.00	0.00	0.00	50.00
01 2230 333 001	MILEAGE PAID TO STAFF	226.80	264.60	0.00	491.40
01 2230 352 001	Network Wiring	7,350.00	0.00	0.00	7,350.00
01 2230 352 003	Network Wiring	0.00	0.00	0.00	0.00
01 2230 382 001	HS Distant Learning Connection	5,147.80	375.08	0.00	5,522.88
01 2230 382 003	Elem Distant Learning Connection	5,147.80	375.08	0.00	5,522.88
01 2230 591 000	PURCHASED SERVICE FROM ESU/DISTRICT	150.00	599.78	0.00	749.78
01 2310 270 000	Workers Compensation	1,639.00	0.00	0.00	1,639.00
01 2310 330 000	BOARD PROFESSIONAL DEVELOPMENT	1,274.00	0.00	0.00	1,274.00
01 2310 520 000	BOE Insurance	49,445.00	0.00	0.00	49,445.00
01 2310 540 000	BOE Advertising	3,362.21	579.76	0.00	3,941.97
01 2310 810 000	BOE Dues and Fees	5,640.69	0.00	0.00	5,640.69
01 2310 890 000	BOE Misc. Expenses	5,796.77	100.00	0.00	5,896.77
01 2320 105 000	Superintendent Salary	115,830.00	12,870.00	0.00	128,700.00
01 2320 215 000	Superintendent BCBS, Vision, Life, Denta	21,308.94	2,367.66	0.00	23,676.60
01 2320 225 000	Superintendent FICA	8,874.54	988.01	1.95	9,860.60
01 2320 235 000	Superintendent Retirement	8,513.55	945.95	0.00	9,459.50
01 2320 237 000	Superintendent Inc Retire Contributions	2,927.97	325.33	0.00	3,253.30
01 2320 330 000	Superintendent Professional Development	1,384.23	25.29	0.00	1,409.52
01 2320 580 000	Superintendent Travel	42.50	0.00	0.00	42.50
01 2320 610 000	SUPERINTENDENT OFFICE SUPPLIES	1,330.53	154.99	0.00	1,485.52
01 2320 810 000	Superintendent Dues and Fees	910.00	0.00	0.00	910.00
01 2320 890 000	Superintendent Misc. Expenses	0.00	90.00	0.00	90.00
01 2330 317 000	District Legal Services	6,996.00	0.00	0.00	6,996.00
01 2410 110 001	HS Principal Secretary Salary	27,179.47	3,475.40	0.00	30,654.87
01 2410 110 003	Elem Principal Secretary Salary	38,230.76	6,330.29	0.00	44,561.05
01 2410 111 001	HS Principal Salary	81,510.03	9,056.67	0.00	90,566.70

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2410 111 003	Elem Principal Salary	72,000.00	8,000.00	0.00	80,000.00
01 2410 130 001	Overtime for HS Secretary	730.39	10.53	0.00	740.92
01 2410 130 003	Overtime for Elem Secretary	491.95	118.00	0.00	609.95
01 2410 210 001	HS Secretary Principal Insurance	4,136.26	472.50	0.00	4,608.76
01 2410 210 003	Elem Secretary Principal Insurance	4,100.78	430.12	0.00	4,530.90
01 2410 211 001	HS Principal Insurance	21,980.37	2,381.28	0.00	24,361.65
01 2410 211 003	Elem Principal Insurance	346.14	38.46	0.00	384.60
01 2410 220 001	HS Secretary Principal FICA	1,992.97	266.66	16.44	2,243.19
01 2410 220 003	Elem Secretary Principal FICA	2,825.25	493.31	14.59	3,303.97
01 2410 221 001	HS Principal FICA	6,203.70	695.27	5.97	6,893.00
01 2410 221 003	Elem Principal FICA	5,700.06	633.34	0.00	6,333.40
01 2410 230 001	HS Secretary Principal Retirement	2,051.38	256.22	0.00	2,307.60
01 2410 230 003	Elem Secretary Principal Retirement	2,846.10	473.95	0.00	3,320.05
01 2410 231 001	HS Principal Retirement	5,991.03	665.67	0.00	6,656.70
01 2410 231 003	Elem Principal Retirement	5,292.00	588.00	0.00	5,880.00
01 2410 237 001	HS Principal Inc Retirement Contribution	2,765.88	317.05	0.00	3,082.93
01 2410 237 003	Elem Principal Inc Retire Contributions	2,798.80	365.24	0.00	3,164.04
01 2410 281 003	Elem Principal CASH-IN-LIEU Med Ins	2,250.00	250.00	0.00	2,500.00
01 2410 330 001	HS Principal Professional Development	(155.00)	450.00	0.00	295.00
01 2410 330 003	Elem Principal Professional Development	3,426.00	0.00	0.00	3,426.00
01 2410 333 001	HS Principal Mileage	0.00	0.00	0.00	0.00
01 2410 333 003	Elem Principal Mileage	0.00	0.00	0.00	0.00
01 2410 580 001	HS Principal Travel Expenses	550.30	0.00	0.00	550.30
01 2410 580 003	Elem Principal Travel Expenses	410.18	0.00	0.00	410.18
01 2410 610 001	HS Principal Supplies	1,386.62	54.46	0.00	1,441.08
01 2410 610 003	Elem Principal Supplies	3,841.17	155.44	0.00	3,996.61
01 2410 734 001	HS Principal Computer Hardware	2,699.00	0.00	0.00	2,699.00
01 2410 810 001	HS Principal Dues and Fees	0.00	435.00	0.00	435.00
01 2410 810 003	Elem Principal Dues and Fees	694.00	0.00	0.00	694.00
01 2490 810 000	DUES AND FEES	435.00	0.00	0.00	435.00
01 2510 110 000	BUSINESS MANAGER/HR/PAYROLL SALARY	66,797.02	7,541.31	0.00	74,338.33
01 2510 130 000	Overtime for Business Manager	3,095.38	8.40	0.00	3,103.78
01 2510 210 000	Superintendent Secretary Insurance	321.55	34.88	0.00	356.43
01 2510 220 000	Superintendent Secretary FICA	5,365.80	579.57	0.00	5,945.37
01 2510 230 000	Superintendent Secretary Retirement	5,137.08	554.92	0.00	5,692.00
01 2510 237 000	Super Secretary Inc Retire Contributions	1,766.77	190.85	0.00	1,957.62
01 2510 310 000	Employee Assistant Program	2,918.00	0.00	0.00	2,918.00
01 2510 315 000	Accounting and Auditing Services	9,106.24	3,637.00	0.00	12,743.24
01 2510 330 000	EMPLOYEE TRAINING & DEVELOPMENT SERVICES	912.00	0.00	0.00	912.00
01 2510 382 001	HS Telephone	2,377.04	166.02	0.00	2,543.06
01 2510 382 003	Elem Telephone	628.04	73.32	0.00	701.36
01 2510 440 000	Superintendent Copier/Mail Lease	1,332.92	0.00	0.00	1,332.92
01 2510 531 001	HS Postage	1,581.08	0.00	0.00	1,581.08
01 2510 531 003	Elem Postage	82.08	135.48	0.00	217.56
01 2510 580 000	TRAVEL EXPENSES	34.04	0.00	0.00	34.04
01 2510 610 000	CENTRAL OFFICE SUPPLIES	2,800.05	59.48	0.00	2,859.53
01 2510 643 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 2510 810 000	DUES AND FEES	822.61	0.00	0.00	822.61
01 2510 890 000	Superintendent Secretary Misc. Expenses	6,690.50	128.50	0.00	6,819.00
01 2610 110 001	HS Custodian Salary	46,195.87	4,934.52	0.00	51,130.39
01 2610 110 003	Elem Custodian Salary	38,811.08	4,773.04	0.00	43,584.12

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2610 116 000	Maintenance Director	59,249.97	6,583.33	0.00	65,833.30
01 2610 130 001	OVERTIME for Custodial	64.72	4.29	0.00	69.01
01 2610 130 003	OVERTIME for Custodial	126.48	19.08	0.00	145.56
01 2610 210 001	HS Custodian Insurance	242.35	9.44	0.00	251.79
01 2610 210 003	Elem Custodian Insurance	50.25	5.48	0.00	55.73
01 2610 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	9.45	1.05	0.00	10.50
01 2610 216 000	Professional Staff	249.12	27.68	0.00	276.80
01 2610 220 001	HS Custodian FICA	3,538.08	378.30	0.00	3,916.38
01 2610 220 003	Elem Custodian FICA	2,975.90	366.61	0.00	3,342.51
01 2610 221 000	FICA	172.80	19.20	0.00	192.00
01 2610 226 000	Professional Staff	4,548.42	505.38	0.00	5,053.80
01 2610 230 001	HS Custodian Retirement	3,403.86	363.57	0.00	3,767.43
01 2610 230 003	Elem Custodian Retirement	2,859.18	352.22	0.00	3,211.40
01 2610 236 000	Professional Staff	4,354.83	483.87	0.00	4,838.70
01 2610 237 000	Increase Retirement Contributions	1,497.69	166.41	0.00	1,664.10
01 2610 237 001	HS Custodian In Retire Contributions	1,170.63	124.99	0.00	1,295.62
01 2610 237 003	Elem Custodian Inc Retirement Contributi	983.33	121.14	0.00	1,104.47
01 2610 280 000	CASH-IN-LIEU Maint.	2,250.00	250.00	0.00	2,500.00
01 2610 290 001	HS Custodian LTD	15.08	0.00	0.00	15.08
01 2610 290 003	Elem Custodian LTD	131.51	14.85	0.00	146.36
01 2610 410 001	HS Water & Sewer	15,531.75	2,372.92	0.00	17,904.67
01 2610 410 003	Elem Water & Sewer	11,851.64	1,104.93	0.00	12,956.57
01 2610 431 001	HS Upkeep of Building	12,522.10	304.00	0.00	12,826.10
01 2610 431 003	Elem Upkeep of Building	9,230.42	420.00	0.00	9,650.42
01 2610 520 001	HS Building Insurance	55,000.00	0.00	0.00	55,000.00
01 2610 520 003	Elem Building Insurance	55,000.00	0.00	0.00	55,000.00
01 2610 610 001	HS Custodian Supplies	35,406.18	3,915.08	0.00	39,321.26
01 2610 610 003	Elem Custodian Supplies	29,968.77	342.75	0.00	30,311.52
01 2610 621 001	HS Utilities	119,545.79	8,698.62	0.00	128,244.41
01 2610 621 003	Elem Utilities	79,574.22	7,539.89	0.00	87,114.11
01 2620 420 001	HS Cleaning Service	97,405.00	8,530.00	0.00	105,935.00
01 2620 420 003	Elem Cleaning Service	83,163.00	6,806.00	0.00	89,969.00
01 2620 431 001	HS Repairs & Maintenance	8,528.32	1,893.10	0.00	10,421.42
01 2620 431 003	Elem Repairs & Maintenance	6,009.34	950.00	0.00	6,959.34
01 2620 720 001	HS Building Improvements	1,253.92	0.00	0.00	1,253.92
01 2630 431 001	CARE & UPKEEP OF FB FIELD	5,382.82	0.00	0.00	5,382.82
01 2650 431 000	Vehicle Repairs & Maintenance	2,014.51	0.00	0.00	2,014.51
01 2650 442 000	Vehicle Acquisition	0.00	23,500.00	0.00	23,500.00
01 2650 520 000	Vehicle Insurance	5,000.00	0.00	0.00	5,000.00
01 2650 610 000	Vehicle Supplies	144.99	0.00	0.00	144.99
01 2650 626 000	Vehicle Gasoline	1,152.09	0.00	0.00	1,152.09
01 2660 340 000	Security Service	550.00	0.00	0.00	550.00
01 2660 610 000	Security Supplies	53.39	0.00	0.00	53.39
01 2710 110 000	Bus Driver Regular Ed Salary	148,623.31	15,477.32	0.00	164,100.63
01 2710 150 000	Phone Stipend	0.00	0.00	0.00	0.00
01 2710 210 000	Bus Driver Regular Ed Insurance	584.81	75.52	0.00	660.33
01 2710 220 000	Bus Driver Regular Ed FICA	11,404.56	1,184.56	0.11	12,589.01
01 2710 230 000	Bus Driver Regular Ed Retirement	6,266.48	604.07	0.00	6,870.55
01 2710 237 000	Bus Increase Retire Contributions	2,155.16	207.74	0.00	2,362.90
01 2710 290 000	Bus Driver Regular Ed LTD	720.00	40.00	0.00	760.00
01 2710 330 000	BUS PROFESSIONAL DEVEOPMENT	1,130.00	0.00	0.00	1,130.00
01 2710 520 000	Bus Insurance	15,166.00	0.00	0.00	15,166.00
01 2710 580 000	TRAVEL EXPENSES	0.00	0.00	0.00	0.00

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 2710 610 000	BUS SUPPLIES	172.75	0.00	0.00	172.75
01 2710 626 000	Bus Gas and Oil	49,748.72	4,583.42	0.00	54,332.14
01 2710 890 000	Bus Misc. Expenses	2,966.00	536.00	0.00	3,502.00
01 2712 110 000	Bus Driver Sped Salary	25,654.73	3,925.04	0.00	29,579.77
01 2712 112 000	PARAEDUCATORS SALARY	8,131.68	651.33	0.00	8,783.01
01 2712 112 003	Bus Driver Sped Salary	1,719.41	0.00	0.00	1,719.41
01 2712 210 000	Bus Driver Sped Insurance	5.53	0.30	0.00	5.83
01 2712 212 000	Bus Driver Sped Salary	1.09	0.54	0.00	1.63
01 2712 212 003	SPED Bus Para Insurance	0.19	0.00	0.00	0.19
01 2712 220 000	Bus Driver Sped FICA	1,962.88	300.33	0.00	2,263.21
01 2712 222 000	PARA FICA	622.13	49.81	0.00	671.94
01 2712 222 003	PARA FICA	131.49	0.00	0.00	131.49
01 2712 230 000	Bus Driver Sped Retirement	1,864.32	257.53	0.04	2,121.81
01 2712 232 000	PARAEDUCATOR RETIREMENT	70.59	19.45	0.00	90.04
01 2712 232 003	PARAEDUCATOR RETIREMENT	126.38	0.00	0.00	126.38
01 2712 237 000	SPED Bus Inc Retire Contributions	665.43	95.30	0.00	760.73
01 2712 237 003	Increase Retirement Contributions	43.46	0.00	0.00	43.46
01 2712 626 000	Sped Bus Gas and Oil	27.48	0.00	0.00	27.48
01 2713 110 003	PreK Bus Driver	7,306.64	635.36	0.00	7,942.00
01 2713 210 003	PreK Driver Insurance	22.61	1.34	0.00	23.95
01 2713 220 003	PreK Driver FICA	560.24	48.68	0.00	608.92
01 2713 230 003	PreK Driver Retirement	538.25	43.85	0.00	582.10
01 2713 237 003	PreK Driver Increase Retirement Contributions	185.13	15.08	0.00	200.21
01 2720 111 000	Transportation Monitoring Services	2,699.28	299.92	0.00	2,999.20
01 2720 211 000	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	900.73	100.16	0.00	1,000.89
01 2720 221 000	TEACHER/PROFESSIONAL FICA	205.30	23.04	0.23	228.11
01 2720 231 000	TEACHER RETIREMENT	198.36	22.04	0.00	220.40
01 2720 237 000	Increase Retirement Contributions	68.30	7.59	0.00	75.89
01 2730 431 000	BUS & VEHICLE SERVICING & MAINTENANCE	101,847.74	6,118.23	0.00	107,965.97
01 2900 610 001 0 001	Athletics	361.44	0.00	78.90	282.54
01 2900 610 001 0 012	National Honor Society	385.00	0.00	0.00	385.00
01 2900 610 001 0 104	SUMMER PATHWAYS	0.00	7,004.73	0.00	7,004.73
01 2900 610 001 2	Commencement	678.85	0.00	0.00	678.85
01 3100 110 000	Food Service Salary	0.00	18,406.90	18,406.90	0.00
01 3100 130 000	OVERTIME for Food Services	0.00	0.00	0.00	0.00
01 3100 210 000	NON - INSTRUCTIONAL INSURANCE	0.00	1,341.42	1,341.42	0.00
01 3100 220 000	Food Service FICA	0.00	1,408.19	1,408.19	0.00
01 3100 230 000	Food Service Retirement	0.00	1,247.64	1,247.64	0.00
01 3100 237 000	Food Service Inc Retire Contributions	0.00	429.08	429.08	0.00
01 3300 110 003	Rec Program Salary	31,166.71	2,783.04	0.00	33,949.75
01 3300 210 003	Rec Program Insurance	16.47	0.00	0.00	16.47
01 3300 220 003	Rec Program FICA	1,689.84	149.31	0.00	1,839.15
01 3300 230 003	Rec Program Retirement	1,624.20	137.65	0.00	1,761.85
01 3300 237 003	REC Inc Retirement Contributions	558.59	47.35	0.00	605.94
01 3300 610 003	Rec Program Supplies	5,234.51	125.50	0.00	5,360.01
01 3300 890 003	Rec Program Misc. Expenses	457.01	247.77	0.00	704.78
01 3535 110 003	HAL Para/Transportation	388.44	0.00	0.00	388.44
01 3535 113 003	HAL Sub	874.75	0.00	0.00	874.75
01 3535 220 003	HAL Para/Transportation	29.72	0.00	0.00	29.72
01 3535 223 003	SUBSTITUTE TEACHER FICA	66.93	0.00	0.00	66.93
01 3535 230 003	HAL Transportation Retirement	18.46	0.00	0.00	18.46
01 3535 233 003	HAL Sub Retirement	17.42	0.00	0.00	17.42

Fund: 01 GENERAL FUND

		Beginning Balance	Debits	Credits	Ending Balance
01 3535 237 003	HAL Sub Increase Retirement Contributions	12.34	0.00	0.00	12.34
01 3535 610 000	HAL Supplies	1,809.24	0.00	0.00	1,809.24
01 3540 110 003	Preschool Para/Bus Driver/Custodian Sala	14,684.31	1,326.78	130.39	15,880.70
01 3540 111 003	Preschool Teacher/Principal Salary	18,104.00	0.00	0.00	18,104.00
01 3540 130 003	Overtime - PreK	17.93	0.54	0.00	18.47
01 3540 211 003	Preschool Teacher/Principal Insurance	6,788.08	0.00	0.00	6,788.08
01 3540 220 003	Preschool Para/Bus Driver/Custodian FICA	1,124.73	101.53	9.97	1,216.29
01 3540 221 003	Preschool Teacher/Principal FICA	1,368.73	0.00	0.00	1,368.73
01 3540 230 003	Preschool Para/BD/custodian RETIREMENT	1,080.61	87.98	0.00	1,168.59
01 3540 231 003	Preschool Teacher/Principal Retirement	1,330.62	0.00	0.00	1,330.62
01 3540 237 003	Preschool Inc Retire Contributions	829.25	30.25	0.00	859.50
01 3540 281 003	Preschool Teacher CASH-IN-LIEU MED. INS	0.00	0.00	0.00	0.00
01 3551 610 001	CAREER EDUCATION SUPPLIES	7,319.65	272.23	0.00	7,591.88
01 3552 610 000	SCHOOL SAFETY AND SECURITY ACT	33.99	0.00	0.00	33.99
01 6200 111 003	Title 1 Teacher Salary	29,451.24	3,560.04	0.00	33,011.28
01 6200 112 003	Title 1 Para Salary	2,630.10	0.00	0.00	2,630.10
01 6200 211 003	Title 1 Teacher Insurance	5,855.36	709.52	0.00	6,564.88
01 6200 221 003	Title 1 Teacher FICA	2,260.92	273.30	0.00	2,534.22
01 6200 222 003	Title 1 Para FICA	201.19	0.00	0.00	201.19
01 6200 231 003	Title 1 Teacher Retirement	2,164.66	261.66	0.00	2,426.32
01 6200 232 003	Title 1 Para RETIREMENT	193.32	0.00	0.00	193.32
01 6200 237 003	Title 1 Inc Retirement Contributions	810.93	89.99	0.00	900.92
01 6200 610 003	Title 1 Supplies	9,065.75	0.00	0.00	9,065.75
01 6406 111 003	IDEA Preschool Teacher Salary	0.00	0.00	0.00	0.00
01 6406 112 003	PARAEDUCATORS SALARY	4,136.05	321.05	0.00	4,457.10
01 6406 211 003	IDEA Preschool Teacher Insrurance	0.00	0.00	0.00	0.00
01 6406 221 003	IDEA Preschool Teacher FICA	0.00	0.00	0.00	0.00
01 6406 222 003	PARA FICA	313.74	24.57	0.00	338.31
01 6406 231 003	IDEA Preschool Teacher Retirement	0.00	0.00	0.00	0.00
01 6406 232 003	PARAEDUCATOR RETIREMENT	304.05	23.59	0.00	327.64
01 6406 237 003	Increase Retirement Contributions	104.55	8.11	0.00	112.66
01 6408 110 000	IDEA BIRTH-4 BUS DRIVER SALARY	(318.50)	0.00	0.00	(318.50)
01 6408 111 000	IDEA BIRTH-4 TEACHER SALARY	50,439.19	5,467.22	0.00	55,906.41
01 6408 111 003	SALARIES OF TEACHERS/PROFESSIONAL STAFF	19,802.80	1,618.20	0.00	21,421.00
01 6408 112 003	IDEA ENROLLMENT/POVERTY PARA SALARY	22,316.68	1,730.56	0.00	24,047.24
01 6408 210 000	NON - INSTRUCTIONAL INSURANCE	(1.49)	0.00	0.00	(1.49)
01 6408 211 000	IDEA BIRTH-4 TEACHER INSURANCE	6,495.57	720.81	0.00	7,216.38
01 6408 211 003	TEACHER BCBS, LIFE, VISION, DENTAL INSRU	6,225.06	451.33	0.00	6,676.39
01 6408 220 000	NON-INSTRUCTIONAL FICA	(24.44)	0.00	0.00	(24.44)
01 6408 221 000	IDEA BIRTH-4 TEACHER FICA	3,861.52	419.70	1.17	4,280.05
01 6408 221 003	TEACHER/PROFESSIONAL FICA	1,506.36	124.22	0.81	1,629.77
01 6408 222 003	IDEA ENROLLMENT/POVERTY PARA FICA	1,707.26	132.40	0.00	1,839.66
01 6408 230 000	NON-INSTRUCTIONAL RETIREMENT	(23.41)	0.00	0.00	(23.41)
01 6408 231 000	IDEA BIRTH-4 TEACHER RETIREMENT	3,707.27	401.84	0.00	4,109.11
01 6408 231 003	TEACHER RETIREMENT	1,455.55	118.93	0.00	1,574.48
01 6408 232 003	IDEA ENROLLMENT/POVERTY PARA	1,640.28	127.19	0.00	1,767.47

Fund: 01 GENERAL FUND

			Beginning Balance	Debits	Credits	Ending Balance
		RETIREMENT				
01 6408 237 000		Increase Retirement Contributions	1,266.94	138.20	0.00	1,405.14
01 6408 237 003		Increase Retirement Contributions	1,064.68	84.66	0.00	1,149.34
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis	10,685.93	823.40	0.00	11,509.33
01 6408 320 003		PREK PROFESSIONAL EDUCATIONAL SERVICES	6,319.04	266.10	0.00	6,585.14
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT	1,092.81	142.47	0.00	1,235.28
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT	1,092.81	142.46	0.00	1,235.27
01 6408 640 003		IDEA ENROLLMENT/POVERTY TEXTBOOKS	1,720.00	0.00	0.00	1,720.00
01 6412 111 003		IDEA NONPUBLIC SALARIES	2,276.64	379.44	0.00	2,656.08
01 6412 211 003		IDEA NONPUBLIC TEACHER INSURANCE	11.22	1.72	0.00	12.94
01 6412 221 003		IDEA NONPUBLIC TEACHER FICA	174.78	29.13	0.00	203.91
01 6412 231 003		IDEA NONPUBLIC TEACHER RETIREMENT	167.34	27.89	0.00	195.23
01 6412 237 003		Increase Retirement Contributions	57.54	9.59	0.00	67.13
01 6990 610 001		GENERAL SUPPLIES	1,587.00	0.00	0.00	1,587.00
01 6998 111 000		Mental Health Grant	0.00	0.00	0.00	0.00
01 6998 610 000		MENTAL HEALTH GENERAL SUPPLIES	8,471.36	0.00	0.00	8,471.36
01 6998 610 001		ESSER III GENERAL SUPPLIES	0.00	0.00	0.00	0.00
01 8000 912 000		FUND TRANSFERS TO LUNCH FUND	20,782.84	1,497.55	0.00	22,280.39
Total:	Expenditure		7,809,697.78	869,198.08	43,540.50	8,635,355.36
Total:	01		30,702,210.82	2,822,868.53	2,711,885.75	32,015,009.42

Fund: 02 Depreciation

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
02 101		CASH	252,082.30	21.15	3,298.28	248,805.17
Total:	Current Assets		252,082.30	21.15	3,298.28	248,805.17
Fund Balance						
02 704		FUND BALANCE	252,082.30	3,298.28	21.15	248,805.17
Total:	Fund Balance		252,082.30	3,298.28	21.15	248,805.17
Revenue						
02 1510		INTEREST ON INVESTMENTS	315.18	0.00	21.15	336.33
02 5200		FUND TRANSFERS	3,298.28	3,298.28	0.00	0.00
02 5690		OTHER NON-REVENUE RECEIPTS	2,834.40	0.00	0.00	2,834.40
Total:	Revenue		6,447.86	3,298.28	21.15	3,170.73
Expenditure						
02 2900 732 000		Bus Replacement	88,000.00	0.00	0.00	88,000.00
Total:	Expenditure		88,000.00	0.00	0.00	88,000.00
Total:	02		598,612.46	6,617.71	3,340.58	588,781.07

Fund: 03 Employee Benefit Fund

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
03 101		CASH	45,838.48	6,655.71	3,177.13	49,317.06
03 106		SAVINGS CERTIFICATES	20,000.00	0.00	0.00	20,000.00
Total:	Current Assets		65,838.48	6,655.71	3,177.13	69,317.06
Fund Balance						
03 704		FUND BALANCE	60,905.53	0.00	4.15	60,909.68
03 704 3001		M. BATMAN	723.28	1,556.60	833.32	0.00
03 704 3002		A. CONN	3,333.28	0.00	833.32	4,166.60
03 704 3003		D. DOWDING	(416.66)	0.00	833.32	416.66
03 704 3004		J. FERRETTI	(83.33)	30.03	166.66	53.30
03 704 3005		K. LINKE	(416.66)	416.66	833.32	0.00
03 704 3006		R. PETSKA	(392.71)	416.66	1,033.32	223.95
03 704 3007		B. BROWN	2,133.28	0.00	533.32	2,666.60
03 704 3008		A. EASTEP	(318.27)	10.00	240.00	(88.27)
03 704 3009		R. GILL-ROSE	(181.89)	169.58	240.00	(111.47)
03 704 3010		M. KOTIK	(1,004.87)	62.60	533.32	(534.15)
03 704 3011		B. MCCREIGHT	40.00	0.00	50.00	90.00
03 704 3012		C. PESTER	666.64	0.00	166.66	833.30
03 704 3013		S. SULLIVAN	535.86	0.00	200.00	735.86
03 704 3014		K.VODICKA	315.00	515.00	155.00	(45.00)
Total:	Fund Balance		65,838.48	3,177.13	6,655.71	69,317.06
Revenue						
03 1510		INTEREST ON INVESTMENTS	20,629.61	0.00	4.15	20,633.76
03 5200 3001		M. BATMAN FUND TRANSFER	3,333.28	0.00	833.32	4,166.60
03 5200 3002		A. CONN FUND TRANSFERS	3,333.28	0.00	833.32	4,166.60
03 5200 3003		D. DOWDING FUND TRANSFER	3,333.28	0.00	833.32	4,166.60
03 5200 3004		J. FERRETTI FUND TRANSFERS	666.64	0.00	166.66	833.30
03 5200 3005		K. LINKE FUND TRANSFERS	3,333.28	0.00	833.32	4,166.60
03 5200 3006		R. PETSKA FUND TRANSFERS	4,529.22	0.00	1,033.32	5,562.54
03 5200 3007		B. BROWN FUND TRANSFERS	2,133.28	0.00	533.32	2,666.60
03 5200 3008		A. EASTEP FUND TRANSFERS	960.00	0.00	240.00	1,200.00
03 5200 3009		R. GILL-ROSE FUND TRANSFERS	999.99	0.00	240.00	1,239.99
03 5200 3010		M. KOTIK FUND TRANSFERS	2,404.63	0.00	533.32	2,937.95
03 5200 3011		B. MCCREIGHT FUND TRANSFERS	200.00	0.00	50.00	250.00
03 5200 3012		C. PESTER FUND TRANSFERS	666.64	0.00	166.66	833.30
03 5200 3013		S. SULLIVAN FUND TRANSFERS	800.00	0.00	200.00	1,000.00
03 5200 3014		K. VODICKA FUND TRANSFERS	423.58	0.00	155.00	578.58
Total:	Revenue		47,746.71	0.00	6,655.71	54,402.42
Expenditure						
03 2900 291 000 0 601		M. BATMAN FSA/DEPENDENT CARE EXPENSE	2,610.00	1,556.60	0.00	4,166.60
03 2900 291 000 0 603		D. DOWDING FSA/DEPENDENT CARE	3,749.94	0.00	0.00	3,749.94
03 2900 291 000 0 604		J. FERRETTI FSA/DEPENDENT CARE	749.97	30.03	0.00	780.00
03 2900 291 000 0 605		K. LINKE FSA/DEPENDENT CARE	3,749.94	416.66	0.00	4,166.60
03 2900 291 000 0 606		R. PETSKA	4,921.93	416.66	0.00	5,338.59
03 2900 291 000 0 608		A. EASTEP FSA/DEPENDENT CARE	1,278.27	10.00	0.00	1,288.27
03 2900 291 000 0 609		R. GILL FSA/DEPENDENT CARE	1,181.88	169.58	0.00	1,351.46
03 2900 291 000 0 610		M. KOTIK FSA/DEPENDENT CARE	3,409.50	62.60	0.00	3,472.10
03 2900 291 000 0 611		B. MCCREIGHT FSA/DEPENDENT CARE	160.00	0.00	0.00	160.00
03 2900 291 000 0 613		S. SULLIVAN FSA/DEPENDENT CARE	264.14	0.00	0.00	264.14
03 2900 291 000 0 614		K. VODICKA FSA/DEPENDENT CARE	108.58	515.00	0.00	623.58
Total:	Expenditure		22,184.15	3,177.13	0.00	25,361.28
Total:	03		201,607.82	13,009.97	16,488.55	218,397.82

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
Current Assets					
05 101	CASH	233,664.18	11,043.60	14,957.66	229,750.12
Total: Current Assets		233,664.18	11,043.60	14,957.66	229,750.12
Fund Balance					
05 704 0001	ATHLETICS	41,510.93	3,453.64	1,376.48	39,433.77
05 704 0002	ANNUAL	7,530.17	0.00	0.00	7,530.17
05 704 0003	BAND	2,503.97	0.00	0.00	2,503.97
05 704 0004	ELEMENTARY UNIT	11,423.96	0.00	0.00	11,423.96
05 704 0005	STUDENT COUNCIL	7,911.03	0.00	0.00	7,911.03
05 704 0006	FFA	23,740.57	150.37	0.00	23,590.20
05 704 0007	HIGH SCHOOL UNIT	1,901.59	0.00	350.00	2,251.59
05 704 0008	LIFE SKILLS	898.30	0.00	0.00	898.30
05 704 0009	FCCLA	1,709.49	0.00	2,210.20	3,919.69
05 704 0010	MISC ACCOUNT	3,614.77	66.77	60.16	3,608.16
05 704 0011	ART CLUB	648.22	0.00	0.00	648.22
05 704 0012	NATIONAL HONOR SOCIETY	1,057.08	0.00	0.00	1,057.08
05 704 0013	SPEECH	243.38	0.00	0.00	243.38
05 704 0014	1ST GRADE	677.58	0.00	0.00	677.58
05 704 0015	BOYS BASKETBALL	2,325.36	1,350.00	200.00	1,175.36
05 704 0016	CONCESSIONS	7,590.58	12.87	366.11	7,943.82
05 704 0017	GIRLS BASKETBALL	1,892.70	1,335.00	1,115.00	1,672.70
05 704 0019	INTEREST	1,186.35	0.00	19.39	1,205.74
05 704 0020	VIDEO BOARD FUND	0.00	0.00	0.00	0.00
05 704 0021	HS TRACK	6,262.72	0.00	304.00	6,566.72
05 704 0022	FIELDS SCHOLARSHIP	4,063.80	0.00	0.00	4,063.80
05 704 0023	CROSS COUNTRY	1,839.12	0.00	0.00	1,839.12
05 704 0024	INDUSTRIAL ARTS SHOP	1,697.45	42.16	0.00	1,655.29
05 704 0025	LIBRARY	959.36	3.46	0.00	955.90
05 704 0026	PARTY GROUP	769.76	0.00	0.00	769.76
05 704 0027	CLASS OF 2024	406.75	0.00	0.00	406.75
05 704 0028	MUSICAL/DRAMA	10,323.02	0.00	0.00	10,323.02
05 704 0029	WRESTLING	2,573.03	0.00	0.00	2,573.03
05 704 0030	GENERAL FUND REIMBURSEMENT	(90.00)	0.00	90.00	0.00
05 704 0031	ELEM STUDENT COUNCIL	1,602.63	0.00	0.00	1,602.63
05 704 0032	WEIGHTS	7,526.76	0.00	1,295.00	8,821.76
05 704 0033	VOLLEYBALL ACCOUNT	4,342.09	964.63	0.00	3,377.46
05 704 0034	IMPREST FUND	2,000.00	0.00	0.00	2,000.00
05 704 0036	CHEERLEADING	3,548.63	500.00	1,756.38	4,805.01
05 704 0037	BENNET BACK-PACK PROGRAM	1,455.82	30.35	0.00	1,425.47
05 704 0039	FAMILY PASSES	9,155.00	0.00	0.00	9,155.00
05 704 0040	STUDENT FEES	8,160.00	0.00	0.00	8,160.00
05 704 0041	QUIZ BOWL	830.08	0.00	0.00	830.08
05 704 0042	JR HIGH BASKETBALL	654.00	0.00	0.00	654.00
05 704 0043	PANTHER STORE	1,868.62	340.14	85.00	1,613.48
05 704 0048	CHESS CLUB	127.80	0.00	0.00	127.80
05 704 0049	SHOW CHOIR/CHOIR	311.91	0.00	0.00	311.91
05 704 0050	CHROMEBOOK INSURANCE	7,985.23	0.00	240.00	8,225.23
05 704 0051	GOLF	710.53	0.00	460.63	1,171.16
05 704 0052	CIRCLE OF FRIENDS	1,379.13	0.00	0.00	1,379.13
05 704 0054	UNIFIED SPORTS	1,065.59	0.00	0.00	1,065.59
05 704 0055	FOOTBALL	9,010.66	6,499.76	975.00	3,485.90
05 704 0056	ASPIRE ACADEMY	5,705.78	181.56	20.25	5,544.47
05 704 0057	CHICK-FIL-A GRANT/PLAYGROUND	1,050.00	0.00	0.00	1,050.00
05 704 0058	CLASS OF 2025	1,754.48	26.95	0.00	1,727.53

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 704 0059	CLASS OF 2026	3,545.18	0.00	0.00	3,545.18
05 704 0060	CLASS OF 2027	306.58	0.00	0.00	306.58
05 704 0061	CLASS OF 2028	716.58	0.00	0.00	716.58
05 704 0062	CLASS OF 2029	929.57	0.00	0.00	929.57
05 704 0063	HOSPITALITY FUND	8,876.49	0.00	0.00	8,876.49
05 704 0064	CLASS OF 2030	380.00	0.00	0.00	380.00
05 704 0065	JR HIGH VOLLEYBALL	0.00	0.00	0.00	0.00
05 704 0066	GIRLS WRESTLING REVENUE	1,494.00	0.00	120.00	1,614.00
Total: Fund Balance		233,664.18	14,957.66	11,043.60	229,750.12
Revenue					
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	28,507.58	0.00	0.00	28,507.58
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	3,860.00	0.00	0.00	3,860.00
05 1790 0001	OTHER ACTIVITY REVENUE	11,243.13	0.00	1,376.48	12,619.61
05 1790 0002	ANNUAL REVENUE	1,485.00	0.00	0.00	1,485.00
05 1790 0003	BAND REVENUE	5,901.22	0.00	0.00	5,901.22
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	4,789.40	0.00	0.00	4,789.40
05 1790 0005	STUDENT COUNCIL REVENUE	4,509.00	0.00	0.00	4,509.00
05 1790 0006	FFA REVENUE	22,985.98	0.00	0.00	22,985.98
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	535.00	0.00	350.00	885.00
05 1790 0008	LIFE SKILLS REVENUE	1,682.37	0.00	0.00	1,682.37
05 1790 0009	FCCLA REVENUE	6,562.59	0.00	2,210.20	8,772.79
05 1790 0010	MISC ACCOUNT REVENUE	2,822.88	0.00	60.16	2,883.04
05 1790 0011	ART CLUB REVENUE	4,097.21	0.00	0.00	4,097.21
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	2,338.00	0.00	0.00	2,338.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	2,961.83	0.00	200.00	3,161.83
05 1790 0016	CONCESSIONS REVENUE	41,507.42	0.00	366.11	41,873.53
05 1790 0017	GIRLS BASKETBALL HS REVENUE	770.00	0.00	1,115.00	1,885.00
05 1790 0019	INTEREST REVENUE	185.73	0.00	19.39	205.12
05 1790 0020	VIDEO BOARD FUND	86.25	0.00	0.00	86.25
05 1790 0021	HS TRACK	2,426.00	0.00	304.00	2,730.00
05 1790 0023	CROSS COUNTRY REVENUE	1,790.73	0.00	0.00	1,790.73
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	781.69	0.00	0.00	781.69
05 1790 0025	LIBRARY REVENUE	10.00	0.00	0.00	10.00
05 1790 0028	MUSICAL/DRAMA REVENUE	855.00	0.00	0.00	855.00
05 1790 0029	WRESTLING REVENUE	1,357.00	0.00	0.00	1,357.00
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	7,541.62	0.00	90.00	7,631.62
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	1,367.61	0.00	0.00	1,367.61
05 1790 0032	WEIGHTS REVENUE	9,350.50	0.00	1,295.00	10,645.50
05 1790 0033	VOLLEYBALL REVENUE	4,522.00	0.00	0.00	4,522.00
05 1790 0036	CHEERLEADING REVENUE	2,907.69	0.00	1,756.38	4,664.07
05 1790 0037	BENNET BACK-PACK PROGRAM REVENUE	372.83	0.00	0.00	372.83
05 1790 0039	FAMILY PASSES REVENUE	9,155.00	0.00	0.00	9,155.00
05 1790 0040	STUDENT FEES REVENUE	8,240.00	0.00	0.00	8,240.00
05 1790 0041	QUIZ BOWL REVENUE	270.00	0.00	0.00	270.00
05 1790 0042	JR HIGH BASKETBALL REVENUE	1,320.00	0.00	0.00	1,320.00
05 1790 0043	PANTHER STORE	6,321.63	0.00	85.00	6,406.63
05 1790 0049	SHOW CHOIR/CHOIR REVENUE	2,250.30	0.00	0.00	2,250.30
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	874.90	0.00	240.00	1,114.90
05 1790 0051	GOLF REVENUE	730.16	0.00	460.63	1,190.79
05 1790 0054	UNIFIED SPORTS REVENUE	1,835.20	0.00	0.00	1,835.20

Fund: 05 Activity Fund

		Beginning Balance	Debits	Credits	Ending Balance
05 1790 0055	FOOTBALL	7,643.11	0.00	975.00	8,618.11
05 1790 0056	ASPIRE ACADEMY REVENUE	10,140.24	0.00	20.25	10,160.49
05 1790 0058	CLASS OF 2025	82.22	0.00	0.00	82.22
05 1790 0059	CLASS OF 2026	4,703.73	0.00	0.00	4,703.73
05 1790 0063	HOSPITALITY FUND	6,034.60	0.00	0.00	6,034.60
05 1790 0064	CLASS OF 2030	15.00	0.00	0.00	15.00
05 1790 0065	JR HIGH VOLLEYBALL	336.20	0.00	0.00	336.20
05 1790 0066	GIRLS WRESTLING REVENUE	1,811.00	0.00	120.00	1,931.00
Total: Revenue		241,876.55	0.00	11,043.60	252,920.15
Expenditure					
05 2900 610 000 0 001	ATHLETIC EXPENSE	76,450.39	3,453.64	0.00	79,904.03
05 2900 610 000 0 002	ANNUAL EXPENSE	8,639.40	0.00	0.00	8,639.40
05 2900 610 000 0 003	BAND EXPENSE	3,397.30	0.00	0.00	3,397.30
05 2900 610 000 0 004	ELEMENTARY PRINCIPAL EXPENSE	5,782.05	0.00	0.00	5,782.05
05 2900 610 000 0 005	STUDENT COUNCIL EXPENSE	3,379.77	0.00	0.00	3,379.77
05 2900 610 000 0 006	FFA EXPENSE	17,439.05	150.37	0.00	17,589.42
05 2900 610 000 0 007	HIGH SCHOOL PRINCIPAL EXPENSE	1,005.70	0.00	0.00	1,005.70
05 2900 610 000 0 008	LIFE SKILLS EXPENSE	1,140.78	0.00	0.00	1,140.78
05 2900 610 000 0 009	FCCLA EXPENSE	7,138.51	0.00	0.00	7,138.51
05 2900 610 000 0 010	MISC. ACCOUNT EXPENSE	3,408.57	66.77	0.00	3,475.34
05 2900 610 000 0 011	ART CLUB EXPENSE	4,923.21	0.00	0.00	4,923.21
05 2900 610 000 0 012	NATIONAL HONOR SOCIETY EXPENSE	2,787.34	0.00	0.00	2,787.34
05 2900 610 000 0 015	BOYS BASKETBALL HS EXPENSE	1,944.88	1,350.00	0.00	3,294.88
05 2900 610 000 0 016	CONCESSION EXPENSE	39,003.00	12.87	0.00	39,015.87
05 2900 610 000 0 017	GIRLS BASKETBALL EXPENSE	1,213.30	1,335.00	0.00	2,548.30
05 2900 610 000 0 020	VIDEO BOARD FUND	14,382.25	0.00	0.00	14,382.25
05 2900 610 000 0 021	HS TRACK	2,089.00	0.00	0.00	2,089.00
05 2900 610 000 0 023	CROSS COUNTRY	1,431.92	0.00	0.00	1,431.92
05 2900 610 000 0 024	INDUSTRIAL ARTS SHOP EXPENSE	594.29	42.16	0.00	636.45
05 2900 610 000 0 025	LIBRARY EXPENSE	230.04	3.46	0.00	233.50
05 2900 610 000 0 028	MUSICAL/DRAMA EXPENSE	6,870.22	0.00	0.00	6,870.22
05 2900 610 000 0 029	WRESTLING EXPENSE	830.00	0.00	0.00	830.00
05 2900 610 000 0 030	GENERAL FUND REIMBURSEMENT EXPENSE	5,142.69	0.00	0.00	5,142.69
05 2900 610 000 0 031	ELEM STUDENT COUNCIL EXPENSE	988.81	0.00	0.00	988.81
05 2900 610 000 0 032	WEIGHTS EXPENSE	2,874.60	0.00	0.00	2,874.60
05 2900 610 000 0 033	VOLLEYBALL EXPENSE	3,474.81	964.63	0.00	4,439.44
05 2900 610 000 0 036	CHEERLEADING EXPENSE	10,570.20	500.00	0.00	11,070.20
05 2900 610 000 0 037	BENNET BACK-PACK PROGRAM EXPENSE	263.84	30.35	0.00	294.19
05 2900 610 000 0 040	STUDENT FEES EXPENSE	80.00	0.00	0.00	80.00
05 2900 610 000 0 042	JR HIGH BASKETBALL EXPENSE	902.00	0.00	0.00	902.00
05 2900 610 000 0 043	PANTHER STORE	15,381.01	340.14	0.00	15,721.15
05 2900 610 000 0 048	CHESS CLUB	158.36	0.00	0.00	158.36
05 2900 610 000 0 049	SHOW CHOIR/CHOIR EXPENSE	2,863.74	0.00	0.00	2,863.74
05 2900 610 000 0 050	CHROMEBOOK INSURANCE EXPENSE	18,451.99	0.00	0.00	18,451.99
05 2900 610 000 0 051	GOLF EXPENSE	664.03	0.00	0.00	664.03
05 2900 610 000 0 054	UNIFIED SPORTS	1,359.48	0.00	0.00	1,359.48
05 2900 610 000 0 055	FOOTBALL	6,720.77	6,499.76	0.00	13,220.53
05 2900 610 000 0 056	ASPIRE ACADEMY	7,669.82	181.56	0.00	7,851.38
05 2900 610 000 0 058	CLASS OF 2025	2,476.57	26.95	0.00	2,503.52
05 2900 610 000 0 059	CLASS OF 2026	2,018.55	0.00	0.00	2,018.55
05 2900 610 000 0 060	CLASS OF 2027	500.00	0.00	0.00	500.00

Fund: 05 Activity Fund

			Beginning Balance	Debits	Credits	Ending Balance
05 2900 610 000 0 063		HOSPITALITY FUND	3,158.11	0.00	0.00	3,158.11
05 2900 610 000 0 065		JR HIGH VOLLEYBALL	336.20	0.00	0.00	336.20
05 2900 610 000 0 066		GIRLS WRESTLING	317.00	0.00	0.00	317.00
Total:	Expenditure		290,453.55	14,957.66	0.00	305,411.21
Total:	05		999,658.46	40,958.92	37,044.86	1,017,831.60

Fund: 06 LUNCH FUND

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
06 101		CASH	85,001.50	13,392.71	28,251.80	70,142.41
Total:	Current Assets		85,001.50	13,392.71	28,251.80	70,142.41
Fund Balance						
06 704		FUND BALANCE	85,001.50	28,251.80	13,392.71	70,142.41
Total:	Fund Balance		85,001.50	28,251.80	13,392.71	70,142.41
Revenue						
06 1510		INTEREST ON INVESTMENTS	109.03	0.00	6.67	115.70
06 1620		DAILY SALES OF BREAK/LUNCH/MILK	203,550.07	530.00	2,759.93	205,780.00
06 3150		STATE REIMBURSEMENT(OF NUTRITION PROG)	106,890.55	0.00	8,540.57	115,431.12
06 5200		TRANSFER OF FUNDS	20,939.45	0.00	1,497.55	22,437.00
06 5690		OTHER NON-REVENUE RECEIPTS	622.36	0.00	120.23	742.59
Total:	Revenue		332,111.46	530.00	12,924.95	344,506.41
Expenditure						
06 3100 110 000		SALARIES TO NON-INSTRUCTIONAL EMPLOYEES	197,015.06	18,406.90	0.00	215,421.96
06 3100 290 000		LUNCH PROGRAM EMPLOYEE BENEFITS	40,173.42	4,426.33	0.00	44,599.75
06 3100 330 000		LUNCH TRAINING & DEVELOPMENT SERVICES	360.00	0.00	0.00	360.00
06 3100 333 000		MILEAGE PAID TO STAFF	354.99	148.40	0.00	503.39
06 3100 431 000		Lunch Repairs and Maintenance	15,572.49	0.00	0.00	15,572.49
06 3100 570 000		LUNCH PROGRAM SUPPLIES AND MATERIALS	1,498.88	29.95	0.00	1,528.83
06 3100 580 000		TRAVEL EXPENSES	404.85	0.00	0.00	404.85
06 3100 610 000		LUNCH SUPPLIES	24,937.89	63.41	0.00	25,001.30
06 3100 630 000		LUNCH PROGRAM FOOD EXPENSES	199,881.78	3,738.10	467.76	203,152.12
06 3100 810 000		DUES AND FEES	2,657.60	217.71	0.00	2,875.31
06 3100 890 000		LUNCH PROGRAM MISC. EXPENSES	3,338.08	691.00	0.00	4,029.08
Total:	Expenditure		486,195.04	27,721.80	467.76	513,449.08
Total:	06		988,309.50	69,896.31	55,037.22	998,240.31

Fund: 07 2021 REFINANCED (2016) A & B BONDS

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
07 101			CASH	457,416.54	60,991.08	64,933.84	453,473.78
07 101 1300			CASH	700,506.60	0.00	0.00	700,506.60
07 900			Cash County Treasurer	364,353.79	0.00	0.00	364,353.79
	Total:	Current Assets		1,522,276.93	60,991.08	64,933.84	1,518,334.17
Fund Balance							
07 704			FUND BALANCE	1,522,276.93	64,933.84	60,991.08	1,518,334.17
	Total:	Fund Balance		1,522,276.93	64,933.84	60,991.08	1,518,334.17
Revenue							
07 1100			LOCAL PROPERTY TAXES	556,515.12	442.50	44,213.39	600,286.01
07 1115			CARLINE TAXES	22.28	0.00	189.93	212.21
07 1125			MOTOR VEHICLE TAXES	380.11	0.00	0.00	380.11
07 1140			Interest Levied Tax	1,636.16	0.00	37.23	1,673.39
07 1510			INTEREST	381.99	0.00	37.46	419.45
07 3130			HOMESTEAD EXEMPTION	8,207.06	10.09	2,810.02	11,006.99
07 3131			PROPERTY TAX CREDIT	46,235.79	0.00	13,703.05	59,938.84
07 3180			PRO-RATE MOTOR VEHICLE	878.65	0.00	0.00	878.65
	Total:	Revenue		614,257.16	452.59	60,991.08	674,795.65
Expenditure							
07 5000 830 000			DEBT-RELATED EXPENSES	0.00	400.00	0.00	400.00
07 5000 831 000			REDEMPTION OF PRINCIPAL	530,000.00	64,081.25	0.00	594,081.25
07 5000 832 000			INTEREST ON LONG-TERM DEBT	68,368.75	0.00	0.00	68,368.75
07 5000 833 000			BOND & OTHER RELATED COSTS	400.00	0.00	0.00	400.00
	Total:	Expenditure		598,768.75	64,481.25	0.00	663,250.00
	Total:	07		4,257,579.77	190,858.76	186,916.00	4,374,713.99

Fund: 08 Special Building Fund

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
08 101		CASH - FARMER & MERCHANTS BANK	974,148.91	4,008.81	39.00	978,118.72
08 101 1400		CASH	4,754,680.34	0.00	0.00	4,754,680.34
08 101 1600		CASH	9,889.97	0.00	0.00	9,889.97
08 106		SAVINGS CERTIFICATES	50,000.00	0.00	0.00	50,000.00
08 106 1		SAVINGS CERTIFICATES	512,922.15	0.00	0.00	512,922.15
08 900		Cash County Treasurer	37,376.22	0.00	0.00	37,376.22
Total:	Current Assets		6,339,017.59	4,008.81	39.00	6,342,987.40
Fund Balance						
08 704		FUND BALANCE	6,339,017.59	39.00	4,008.81	6,342,987.40
Total:	Fund Balance		6,339,017.59	39.00	4,008.81	6,342,987.40
Revenue						
08 1100		LOCAL PROPERTY TAXES	95,850.75	36.10	3,607.42	99,422.07
08 1115		CARLINE TAXES	8.52	0.00	26.52	35.04
08 1140		Interest Levied Tax	468.56	0.00	0.00	468.56
08 1510		INTEREST on CD'S AND INVESTMENTS	52,139.94	0.00	85.08	52,225.02
08 3130		HOMESTEAD EXEMPTION	1,378.20	2.90	289.79	1,665.09
08 3131		PROPERTY TAX CREDIT	60,496.26	0.00	0.00	60,496.26
08 3180		PRO-RATE MOTOR VEHICLE	287.80	0.00	0.00	287.80
08 5690		OTHER NON-REVENUE RECIEPTS	1,200.00	0.00	0.00	1,200.00
08 9000		NON-PROGRAM RECEIPTS	203.36	0.00	0.00	203.36
Total:	Revenue		212,033.39	39.00	4,008.81	216,003.20
Expenditure						
08 2610 720 000		BUILDINGS	8,287.75	0.00	0.00	8,287.75
Total:	Expenditure		8,287.75	0.00	0.00	8,287.75
Total:	08		12,898,356.32	4,086.81	8,056.62	12,910,265.75

Fund: 09 Qualified Capital Purpose Fund

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
09 101			CASH	265,975.47	3,476.39	7,534.98	261,916.88
	Total:	Current Assets		265,975.47	3,476.39	7,534.98	261,916.88
Other Assets							
09 900			Cash County Treasurer	22,327.77	0.00	0.00	22,327.77
	Total:	Other Assets		22,327.77	0.00	0.00	22,327.77
Fund Balance							
09 704			FUND BALANCE	288,303.24	7,534.98	3,476.39	284,244.65
	Total:	Fund Balance		288,303.24	7,534.98	3,476.39	284,244.65
Revenue							
09 1100			LOCAL PROPERTY TAXES	80,472.29	27.94	2,791.26	83,235.61
09 1115			CARLINE TAXES	25.51	0.00	19.32	44.83
09 1140			Interest Levied Tax	372.42	0.00	2.88	375.30
09 1510			INTEREST ON INVESTMENTS	167.39	0.00	22.30	189.69
09 3130			HOMESTEAD EXEMPTION	1,757.58	2.11	587.97	2,343.44
09 3131			PROPERTY TAX CREDIT	57,715.54	1.18	52.66	57,767.02
09 3180			PRO-RATE MOTOR VEHICLE	232.93	0.00	0.00	232.93
09 5690			OTHER NON-REVENUE RECEIPTS	(46.53)	0.00	0.00	(46.53)
	Total:	Revenue		140,697.13	31.23	3,476.39	144,142.29
Expenditure							
09 5000 830 000			DEBT-RELATED EXPENSES	0.00	200.00	0.00	200.00
09 5000 831 000			REDEMPTION OF PRINCIPAL	130,000.00	7,303.75	0.00	137,303.75
09 5000 832 000			INTEREST ON LONG-TERM DEBT	8,538.75	0.00	0.00	8,538.75
09 5000 833 000			BOND & OTHER DEBT RELATED COSTS	200.00	0.00	0.00	200.00
	Total:	Expenditure		138,738.75	7,503.75	0.00	146,242.50
	Total:	09		856,042.36	18,546.35	14,487.76	858,874.09

Fund: 13 2022 Bond

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
13 101		CASH	1,017,110.29	49,598.03	502,302.72	564,405.60
Total:	Current Assets		1,017,110.29	49,598.03	502,302.72	564,405.60
Fund Balance						
13 704		FUND BALANCE	1,017,110.29	502,302.72	49,598.03	564,405.60
Total:	Fund Balance		1,017,110.29	502,302.72	49,598.03	564,405.60
Revenue						
13 1100		LOCAL PROPERTY TAXES	1,062,710.65	422.17	42,176.80	1,104,465.28
13 1115		CARLINE TAXES	296.31	0.00	232.77	529.08
13 1140		Interest Levied Tax	2,786.64	0.00	40.19	2,826.83
13 1510		INTEREST ON INVESTMENTS	518.60	0.00	59.48	578.08
13 3130		HOMESTEAD EXEMPTION	21,180.84	25.43	7,085.71	28,241.12
13 3131		PROPERTY TAX CREDIT	149,328.96	11.36	3.08	149,320.68
13 3180		PRO-RATE MOTOR VEHICLE	2,719.10	0.00	0.00	2,719.10
Total:	Revenue		1,239,541.10	458.96	49,598.03	1,288,680.17
Expenditure						
13 5000 830 000		DEBT-RELATED EXPENSES	0.00	600.00	0.00	600.00
13 5000 831 000		REDEMPTION OF PRINCIPAL	658,196.88	501,243.76	0.00	1,159,440.64
13 5000 832 000		INTEREST ON LONG-TERM DEBT	264,140.53	0.00	0.00	264,140.53
13 5000 833 000		BOND & OTHER DEBT RELATED COSTS	600.00	0.00	0.00	600.00
Total:	Expenditure		922,937.41	501,843.76	0.00	1,424,781.17
Total:	13		4,196,699.09	1,054,203.47	601,498.78	3,842,272.54

Fund: 14 RIVERSTONE BANK - CONSTRUCTION

			Beginning Balance	Debits	Credits	Ending Balance
Current Assets						
14 101		CASH	1,592,813.18	6,657.77	74,850.29	1,524,620.66
Total:	Current Assets		1,592,813.18	6,657.77	74,850.29	1,524,620.66
Fund Balance						
14 704		FUND BALANCE	1,592,813.18	74,850.29	6,657.77	1,524,620.66
Total:	Fund Balance		1,592,813.18	74,850.29	6,657.77	1,524,620.66
Revenue						
14 1510		INTEREST ON INVESTMENTS	83,422.59	0.00	6,657.77	90,080.36
Total:	Revenue		83,422.59	0.00	6,657.77	90,080.36
Expenditure						
14 2610 720 000		BUILDINGS	3,245,289.75	74,850.29	0.00	3,320,140.04
Total:	Expenditure		3,245,289.75	74,850.29	0.00	3,320,140.04
Total:	14		6,514,338.70	156,358.35	88,165.83	6,459,461.72

Fund: 16 RIVERSTONE BANK - SPECIAL BUILDING

				Beginning Balance	Debits	Credits	Ending Balance
Current Assets							
16 101			CASH	45,196.09	75,679.59	74,854.18	46,021.50
	Total:	Current Assets		45,196.09	75,679.59	74,854.18	46,021.50
Fund Balance							
16 704			FUND BALANCE	45,196.09	74,854.18	75,679.59	46,021.50
	Total:	Fund Balance		45,196.09	74,854.18	75,679.59	46,021.50
Revenue							
16 1100			LOCAL PROPERTY TAXES	23,992.25	2.27	225.11	24,215.09
16 1115			CARLINE TAXES	28.05	0.00	0.00	28.05
16 1140			Interest Levied Tax	107.03	0.00	1.76	108.79
16 1510			INTEREST ON INVESTMENTS	10.31	0.00	12.76	23.07
16 3130			HOMESTEAD EXEMPTION	1,035.06	0.00	517.53	1,552.59
16 3131			PROPERTY TAX CREDIT	18,749.76	1.62	72.14	18,820.28
16 3180			PRO-RATE MOTOR VEHICLE	58.52	0.00	0.00	58.52
16 5200			TRANSFERS	3,245,289.75	0.00	74,850.29	3,320,140.04
	Total:	Revenue		3,289,270.73	3.89	75,679.59	3,364,946.43
Expenditure							
16 4500 610 000			GENERAL SUPPLIES	847,495.44	1,143.96	0.00	848,639.40
16 4500 720 000			BUILDINGS	2,406,394.75	73,706.33	0.00	2,480,101.08
16 4500 810 000			DUES AND FEES	74.42	0.00	0.00	74.42
	Total:	Expenditure		3,253,964.61	74,850.29	0.00	3,328,814.90
	Total:	16		6,633,627.52	225,387.95	226,213.36	6,785,804.33

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTIONAL	5,194,230.00	12,213.29	4,202,453.25	80.99	991,776.75	0.00	4,534.17	987,242.58
1160	PROVERTY PROGRAMS	128,400.00	0.00	114,946.77	89.52	13,453.23	0.00	0.00	13,453.23
1190	EARLY CHILDHOOD ED PROGRAMS	158,770.00	210.00	129,382.15	81.49	29,387.85	0.00	0.00	29,387.85
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,072,040.00	412.94	884,224.33	82.70	187,815.67	0.00	2,313.76	185,501.91
1212	SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	SPECIAL EDUCATION AGES 3-5	4,000.00	0.00	62,223.16	1,555.58	(58,223.16)	0.00	0.00	(58,223.16)
1292	SPED AGE 0-2	520.00	0.00	0.00	0.00	520.00	0.00	0.00	520.00
1300	SUMMER SCHOOL	32,890.00	1,100.74	1,241.17	3.77	31,648.83	0.00	0.00	31,648.83
1400	ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	225,510.00	0.00	168,467.73	74.71	57,042.27	0.00	0.00	57,042.27
2130	HEALTH SERVICES	6,200.00	15.00	9,020.86	145.50	(2,820.86)	0.00	0.00	(2,820.86)
2131	SPED NURSING SERVICES	61,100.00	0.00	79,048.40	129.38	(17,948.40)	0.00	0.00	(17,948.40)
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	20.00	0.00	(20.00)	0.00	0.00	(20.00)
2141	SPED PSYCHOLOGY SERVICES	122,370.00	214.90	110,755.31	90.51	11,614.69	0.00	0.00	11,614.69
2151	SPED SPEECH PATHOLOGY AND AUDIOLOGY SERV	167,670.00	1,167.56	127,601.78	76.10	40,068.22	0.00	0.00	40,068.22
2152	SPED SPEECH AGE 3-5	10,294.00	0.00	9,658.05	93.82	635.95	0.00	0.00	635.95
2153	SPED SPEECH AGE 0-2	10,626.00	0.00	7,621.45	71.72	3,004.55	0.00	0.00	3,004.55
2161	SPED OCCUPATIONAL THERAPY SERVICES	90,200.00	21.00	61,703.53	68.41	28,496.47	0.00	0.00	28,496.47
2162	OCCUPATIONAL THERAPY AGE 3-5	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
2163	OCCUPATIONAL THERAPY AGE 0-2	600.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00
2171	PHYSCIAL THERAPY SCHOOL AGE	52,500.00	0.00	24,031.11	45.77	28,468.89	0.00	0.00	28,468.89
2172	PHYSICAL THERAPY AGE 3-5	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
2173	PHYSICAL THERAPY AGE 0-2	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
2181	VISUALLY IMPAIRED	10,820.00	0.00	9,234.00	85.34	1,586.00	0.00	0.00	1,586.00
2211	SCHOOL IMPROVEMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
2212	INST STAFF TRNG AND CURR DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	179,200.00	331.26	112,781.14	62.94	66,418.86	0.00	0.00	66,418.86
2224	EDUCATIONAL TELEVISION SERVICES	17,680.00	2,603.88	28,456.44	160.95	(10,776.44)	0.00	0.00	(10,776.44)
2230	INSTRUCTION-RELATED TECHNOLOGY	21,000.00	107,903.78	212,758.24	1,013.13	(191,758.24)	0.00	0.00	(191,758.24)
2310	BOARD OF EDUCATION	150,390.00	993.38	68,830.81	45.77	81,559.19	0.00	0.00	81,559.19
2320	EXECUTIVE ADMINISTRATION	230,320.00	194.86	179,082.40	77.75	51,237.60	0.00	0.00	51,237.60
2330	DISTRICT LEGAL SERVICES	30,000.00	1,422.00	8,418.00	28.06	21,582.00	0.00	0.00	21,582.00
2410	OFFICE OF THE PRINCIPAL	456,536.00	1,643.17	342,294.62	74.98	114,241.38	0.00	0.00	114,241.38
2490	SCHOOL ADMIN - OTHER	725.00	0.00	435.00	60.00	290.00	0.00	0.00	290.00
2510	GENERAL ADMIN-BUSINESS SERVICE	184,598.00	18,054.39	142,932.32	77.43	41,665.68	0.00	0.00	41,665.68
2610	MAINTENANCE	830,770.00	30,819.17	671,553.28	80.84	159,216.72	0.00	0.00	159,216.72
2620	MAINTENANCE	361,200.00	9,477.16	224,015.84	62.02	137,184.16	0.00	0.00	137,184.16
2630	Care & Upkeep of Grounds	50,000.00	1,672.14	7,054.96	14.11	42,945.04	0.00	0.00	42,945.04
2650	VEHICLE OPERATION AND MAINTENANCE	21,900.00	23,640.78	55,452.37	253.21	(33,552.37)	0.00	0.00	(33,552.37)
2660	SECURITY/SAFETY	2,000.00	0.00	603.39	30.17	1,396.61	0.00	0.00	1,396.61
2710	BUS DRIVER REGULAR EDUCATION	443,640.00	1,146.69	262,793.00	59.24	180,847.00	0.00	0.00	180,847.00
2712	BUS DRIVER SPED	65,280.00	0.00	46,326.38	70.97	18,953.62	0.00	0.00	18,953.62
2713	PreK Bus Driver	0.00	0.00	9,357.18	0.00	(9,357.18)	0.00	0.00	(9,357.18)
2720	Transportation Director	8,750.00	0.00	4,524.49	51.71	4,225.51	0.00	0.00	4,225.51
2730	BUS & VEHICLE SERVICING & MAINTENANCE	156,000.00	2,110.14	110,076.11	70.56	45,923.89	0.00	0.00	45,923.89
2900	OTHER STUDENT SUPPORT SERVICES	15,960.00	77.07	8,428.19	52.81	7,531.81	0.00	0.00	7,531.81
3100	FOOD SERVICE OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	REC PROGRAM	57,400.00	0.00	44,237.95	77.07	13,162.05	0.00	0.00	13,162.05
3535	HAL - HIGH ABILITY LEARNERS	6,540.00	0.00	3,217.30	49.19	3,322.70	0.00	0.00	3,322.70
3540	STATE EARLY CHILDHOOD	79,090.00	0.00	46,734.98	59.09	32,355.02	0.00	0.00	32,355.02
3551	CAREER EDUCATION	0.00	0.00	7,591.88	0.00	(7,591.88)	0.00	0.00	(7,591.88)
3552	SCHOOL SAFETY AND SECURITY ACT	0.00	0.00	33.99	0.00	(33.99)	0.00	0.00	(33.99)
4400	IDEA SPECIAL ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
4410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4455	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590	ARRA: STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	84,210.00	0.00	57,527.98	68.31	26,682.02	0.00	0.00	26,682.02
6310	NCLB TITLE II PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6330	REAP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL	12,660.00	0.00	5,235.71	41.36	7,424.29	0.00	0.00	7,424.29
6408	IDEA ENROLLMENT/POVERTY	174,820.00	309.75	155,249.37	88.81	19,570.63	0.00	0.00	19,570.63
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	3,135.29	0.00	(3,135.29)	0.00	0.00	(3,135.29)
6418	IDEA Part B PEAK Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	ESU SCHOOL PSYCHOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	IDEA ARP AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	NONPUBLIC IDEA ARP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	1,587.00	0.00	(1,587.00)	0.00	0.00	(1,587.00)
6992	REAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	CRRSA/ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	15,000.00	0.00	8,471.36	56.48	6,528.64	0.00	0.00	6,528.64
8000	TRANSFERS (OUTGOING)	250,000.00	0.00	22,280.39	8.91	227,719.61	0.00	0.00	227,719.61
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	11,263,409.00	217,755.05	8,853,110.41	78.66	2,410,298.59	0.00	6,847.93	2,403,450.66

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	11,263,409.00	217,755.05	8,853,110.41	78.66	2,410,298.59	0.00	6,847.93	2,403,450.66

Business Operations

Procedures—Bidding Construction Projects

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

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.

2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars ($10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars ($118,000), as adjusted from time to time by Section 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

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

Date of Adoption: May 9, 2022

Personnel - All Employees

Drug and Substance Use and Abuse

It is the policy of the District OR-1 Public Schools to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.

2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Review: July 14, 2025

4009 - APPENDIX 1

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING: FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S COMPLIANCE POLICIES AND PROCEDURES, AND EDUCATIONAL MATERIALS

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) **The persons designated by [Name] Public Schools to answer employee questions about these materials are**:

Superintendent of Schools
Secondary Principal

(B) **The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are**:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) **The term "safety-sensitive functions" means**:

(1) All time waiting to be dispatched, unless the driver has been relieved from duty;
(2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
(3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
(4) All time, other than driving time, in or upon any commercial motor vehicle;
(5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
(6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
(7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes**:

1. **Alcohol concentration**.
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession**.
   No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use**.
   No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use**.
   No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident**.
   No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test**.
   No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use**.
   No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test**.
   No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include**:

1. **Pre-employment testing**.
   Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. **Post-accident testing**.

(a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:

(1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests*. Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests*. Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing**.

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing**.

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing**.

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing**.

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) **The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include**:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) **An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations**.

(H) **A "refusal to submit" to an alcohol or controlled substance test includes**:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) **The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include**:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

(i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and

(ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) **The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include**: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) **Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected**: Information will be made available by the counselor to employees.

(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(i) A verified positive, adulterated, or substituted drug test result;

(ii) An alcohol confirmation test with a concentration of 0.04 or higher;

(iii) A refusal to submit to any test required by law;

(iv) An employer's report of actual knowledge of:

(A) On duty alcohol use;

(B) Pre-duty alcohol use;

(C) Alcohol use following an accident; and

(D) Controlled substance use;

(v) A substance abuse professional report of the successful completion of the return-to-duty process;

(vi) A negative return-to-duty test; and

(vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR §382.601(b)(12).

Date of Adoption: [Insert Date]

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I, (Driver Name), hereby provide consent to District OR-1 Public Schools ("District") to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. This consent is valid for so long as I remain an applicant for, or an employee of, the District for a position that requires a CDL.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

_____ _____

Employee Signature Date

Personnel - All Employees

Professional Boundaries Between Employees and Students

Definitions:

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or

guardian is not present or consuming illegal drugs in the presence of students at any time.

17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

   Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Reporting Violations:
If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school Board President. If the superintendent is the alleged violator or fails to take appropriate steps, the School Board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:
School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

FERPA and Confidentiality:
School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Review July 14, 2025

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**

2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**

3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**

4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**

5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**

6. **Physical Examination or Visual Evaluation—Parent Objection Form**

7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**

8. **Affidavit (For Child to Enroll Early in Kindergarten)**

9. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**

10. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION— BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUATION

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2019-2020 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

____ Self, as I am the child and I am of the age of majority
____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):
_____

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Affiant

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

_____

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

I, , of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, , as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this day of

Notary Public

REFUSAL OF IMMUNIZATION
For Medical Reasons

As the physician of:

_____

Child's Last Name First Name Age

_____

Birth Date School Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

☐ Diphtheria

☐ Tetanus

☐ Pertussis

☐ Polio

☐ Measles (Rubeola)

☐ Mumps

☐ Rubella (German Measles)

☐ Hepatitis B

☐ Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

☐ The student

☐ A member of the student's household or family

Comments _____

_____

_____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

_____

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

_____
(Signature of parent/guardian/medical provider)

PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in District OR-1 Public Schools, or who are transferring from out of state into any grade in District OR-1 Public Schools:

Child No. 1: _____
Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination
____ visual evaluation
(check one or both)

for the above named child(ren). I will not hold District OR-1 Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

_____
Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]

Nebraska Department of Health and Human Services

Department of Health and Human Services

Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

☐ Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*

☐ Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE_____
Signature of Parent/Guardian Date

Comments: _____

_____

_____

_____

_____

_____

FH-40 (44040) 6/07
(New Form)

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

____ the Child attended kindergarten in another jurisdiction in the current school year; or

____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Parent or Guardian

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

Request For Non-disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at [Name] Public Schools, not be released without prior parental consent to:

____ institutions of higher education
____ military recruiters
(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of [Name] Public Schools that the request for non-disclosure should or should not be made.

‘‘SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

‘‘(a) POLICY.—

‘‘(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

‘‘(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

‘‘(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Palmyra High School:
Anti- Harassment and Anti-Bullying Policy:

Information is taken from the various Student Handbooks:

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

- **Step One:** The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- **Step Two:** The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- **Step Three:** If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- **Step Four:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students. Harassment and Bullying Program--Levels: Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying.

The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- **Level I:** The guidelines for a Level I placement are listed below. a. The length of the assignment will be for a minimum of two weeks. b. The student will report to the office no later than 8:00 a.m. each morning. c. The student will eat on campus at an assigned table or area. d. The student will report to an assigned room at the end of the day, and

remain until dismissed. This will allow all other students to leave the school grounds in safety.

- **Level II:** The guidelines for this level are listed below. The length of the assignment will be for a minimum of two weeks. b. The student will report to the office no later than 8:00 a.m. the morning. c. The student will eat on campus at an assigned table. d. The student will report to an assigned room at the end of the day, and remain until dismissed. e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- **Level III:** This is a long term assignment. The guidelines are listed below. a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate. b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

From the Bennet Elementary Handbook:

- Bullying Prevention: Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events.
- Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures. Suspected incidences of bullying should be reported to a staff member or the school principal.

Students

Anti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017 Date of Review: July 15, 2019
Date of Review: July 12.2021
Date of Review: June 2022

Instruction

Special Education

District OR-1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

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

1. Free Appropriate Public Education

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

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

2. Full Educational Opportunity Goal

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

Legal Reference: 92 NAC 51-004.11A

3. Child Find

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

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

4. Pre-Referral Interventions

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

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

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

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

6. Individualized Education Program (IEP)

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

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability

of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least Restrictive Environment Rules"). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

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

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

9. Disciplinary Removal of Children with Disabilities

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

Legal Reference: 92 NAC 51-016

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

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

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

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

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

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

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

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

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

Legal Reference: 92 NAC 52-008

13. **Children in Nonpublic Schools**

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

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

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

Legal Reference: 92 NAC 51-010

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

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

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

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

Legal Reference: 92 NAC 51-004.05

17. **Suspension and Expulsion Rates**

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

Legal Reference: 92 NAC 51-004.06E

18. **Access to Instructional Materials**

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

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

Legal Reference: 92 NAC 51-004.15

19. **Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

20. **Prohibition on Mandatory Medication**

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

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

21. **Transportation**

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

Legal Reference: 92 NAC 51-014.01 through 014.02

22. Surrogates

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

Legal Reference: 92 NAC 51-009.10

23. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

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

Date of Review: July 14, 2025

Bylaws of the Board - Meetings

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: July 14, 2025

2025-2026
TEACHER (CERTIFIED STAFF)
HANDBOOK
PALMYRA DISTRICT OR-1

Table of Contents

Foreword

		Page
Section 1	**Intent of Handbook**	**5**
Section 2	**Information About District OR-1**	**5**
Section 3	**School Mission Statement**	**6**
Section 4	**Members of the Board of Education**	**7**
Section 5	**Administrative Staff**	**8**
Section 6	**Teachers and Counselors Staff**	**8**
Section 7	**Classified Staff**	**11**

Article 1 – School Calendar and Schedules

		Page
Section 1	**School Calendar**	**13**
Section 2	**Daily Schedule**	**15**
Section 3	**Shortened Schedule**	**15**
Section 4	**Severe Weather and School Cancellations**	**15**
Section 5	**Contract Days**	**16**
Section 6	**Make-Up Days**	**16**

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	**Employment**	**17**
Section 2	**Assignments**	**17**
Section 3	**Personnel File**	**18**
Section 4	**Grievances and Complaints**	**18**
Section 5	**Compensation**	**18**
Section 6	**Extended Duty Pay**	**19**
Section 7	**Benefits**	**19**
Section 8	**Payroll and Payroll Deductions**	**19**
Section 9	**Expense Reimbursement**	**19**
Section 10	**403(b) Salary Reduction Agreements**	**20**
Section 11	**Overtime**	**20**

Article 3 – Absences from Work

		Page
Section 1	**Paid Leave - Sick and Personal Leaves**	**21**
Section 2	**Payroll Deductions for Absences in Excess of Paid Leave**	**22**
Section 3	**Unpaid Leaves**	**22**
Section 4	**Jury Duty Leave**	**22**
Section 5	**Family and Medical Leave Act**	**23**
Section 6	**Military and Family Military Leave**	**25**
Section 7	**Adoption Leave**	**26**
Section 8	**Subpoena to Testify Leave**	**26**
Section 9	**Voting Leave**	**26**

Article 4 - Duties and Responsibilities

		Page
Section 1	**Hours of Work & Meetings**	**27**

Section 2	**Arrival to Duty Assignments**	**27**
Section 3	**Leaving School**	**28**
Section 4	**Lesson Plans**	**28**
Section 5	**Daily Class Record Book**	**28**
Section 6	**Classroom and School Procedures**	**29**
Section 7	**Supervision of Students**	**31**
Section 8	**Managing Student Conduct**	**33**
Section 9	**Dispensing Medication**	**35**
Section 10	**Reporting Child Abuse**	**35**
Section 11	**Curriculum – Assessments**	**36**

Article 5 – Personal and Professional Conduct
Page

Section 1	**Professional Ethics Standards**	**39**
Section 2	**Evaluations**	**42**
Section 3	**Role Model**	**42**
Section 4	**Relationships**	**45**
Section 5	**Professional Attire**	**47**
Section 6	**Private Tutoring**	**47**
Section 7	**Outside Employment**	**47**
Section 8	**Safe Transportation**	**47**
Section 9	**Social Media**	**48**

Article 6 – Academic Matters

		Page
Section 1	Purpose and Goals of Academic Achievement	49
Section 2	Teaching to Student Understanding to Assure Learning	49
Section 3	Instruction in the Curriculum	49
Section 4	Measuring and Reporting Academic Achievement	49
Section 5	Parent-Teacher Conferences	52

Article 7 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	53
Section 2	Smoke and Tobacco-Free Workplace	53
Section 3	Weapon-Free Workplace	53
Section 4	Use of District Computer Network and Internet	54
Section 5	Use of School Facilities	56
Section 6	Care of School Property	56
Section 7	Use of Telephone	57
Section 8	Visitors	57
Section 9	Salespersons	57
Section 10	Security of Desks and Lockers	57
Section 11	Video Surveillance and Recording of Others	58
Section 12	Bulletins and Announcements	58
Section 13	Copyright and Fair Use Policy	58
Section 14	Lost and Found	59
Section 15	Safety	59

Article 8 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	61

Section 2	**Designation of Coordinators**	**62**
Section 3	**Anti-discrimination & Harassment Policy**	**62**
Section 4	**Grievance Procedure for Persons with a Disability**	**64**
Section 5	**Confidentiality of Student Records (FERPA)**	**65**
Section 6	**Disclosure of Student Information to Military Recruiters and Colleges**	**65**
Section 7	**Disclosure of Staff Qualifications**	**65**
Section 8	**Student Privacy Protection**	**65**
Section 9	**Parental Involvement**	**66**
Section 10	**Homeless Students**	**67**
Section 11	**Breakfast and Lunch Programs**	**67**
Section 12	**Confidentiality of Protected Health Information**	**67**

Appendixes

Appendix A	**COBRA Notice**	**A-1**
Appendix B	**FLSA Notice**	**B-1**
Appendix C	**FMLA Notice**	**C-1**
Appendix D	**EEOC Notice**	**D-1**
Appendix E	**Acceptable Use of Computers and Networks**	**E-1**
Appendix F	**Field Trip Expectations for Coaches and Sponsors**	**F-1**
Appendix G	**District Field Trip Form for Coaches and Sponsors**	**G-1**
Appendix H	**Receipt of Teacher Handbook**	**H-1**

District OR-1 Teacher Handbook
2025-2026 School Year

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2025-2026** and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development ith the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population..

Section 3: **School Mission Statement**
The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future". Our governing principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and support staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4: **Members of the Board of Education**

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee - Vice President	moebabbs@aol.com
Tim Cheney	tcheneyor1@gmail.com
Brandon Desh - President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com

Josh Penterman	pentermanor1@gmail.com

Section 5: **Administrative Staff**

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Taylor Black	Elementary	Pre-School
Brittany Eisenhauer	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/SPED Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachel Petska	Elementary	1

Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Caroline Reed	Elementary	3
Dana Christensen	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Thomas McChristian	Elementary	5
Jennifer Borg	Elementary	5
Payton Partida	Elementary	5
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Technology	K-5
Zachary Wemhoff	Physical Education	K-5
Chrissy Garris	Art and Learning Loss	K-5
Brianne Lahmon	Special Education	Pre-K-5
Abby Eastep	Special Education	K-5
Mikayla Batman	Special Education	K-12

Ann Fritsch	Special Education	K-12
Austin Lahmon	Guidance Counselor	K-5
Beth McCreight	Vocal Music	K-12
John Furrow	Instrumental Music	5-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Media Specialist	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Amanda Malone	Jr. - Sr. High School	6-8
Elise Stoike	Jr. - Sr. High School	6-8
Cody Pester	Jr. - Sr. High School	6-8
Tammy Harris	Jr. - Sr. High School	6-8
Jacob Wieseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	7-12
Grant Fritsch	Industrial Technology	7-12

Liz Beach	AG	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Jonna Pester	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Mark James	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Jeff Panko	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Karen Redd	Special Education	6-12
Jennifer Whyman	Special Education	6-12
Jordan Linke	Physical Education	7-12
Taylor Baumert	Physical Education / Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Kori Vodicka	Counselor	6-12

Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Daryl Hopp		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Ronda Wheatley		Bus Driver
Sharon Dowding		Bus Driver
Glenn Steffenmeier		Bus Driver
Randy Holdsworth		Bus Driver
Audrea Severe	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Norman	Jr.-Sr. High School	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse

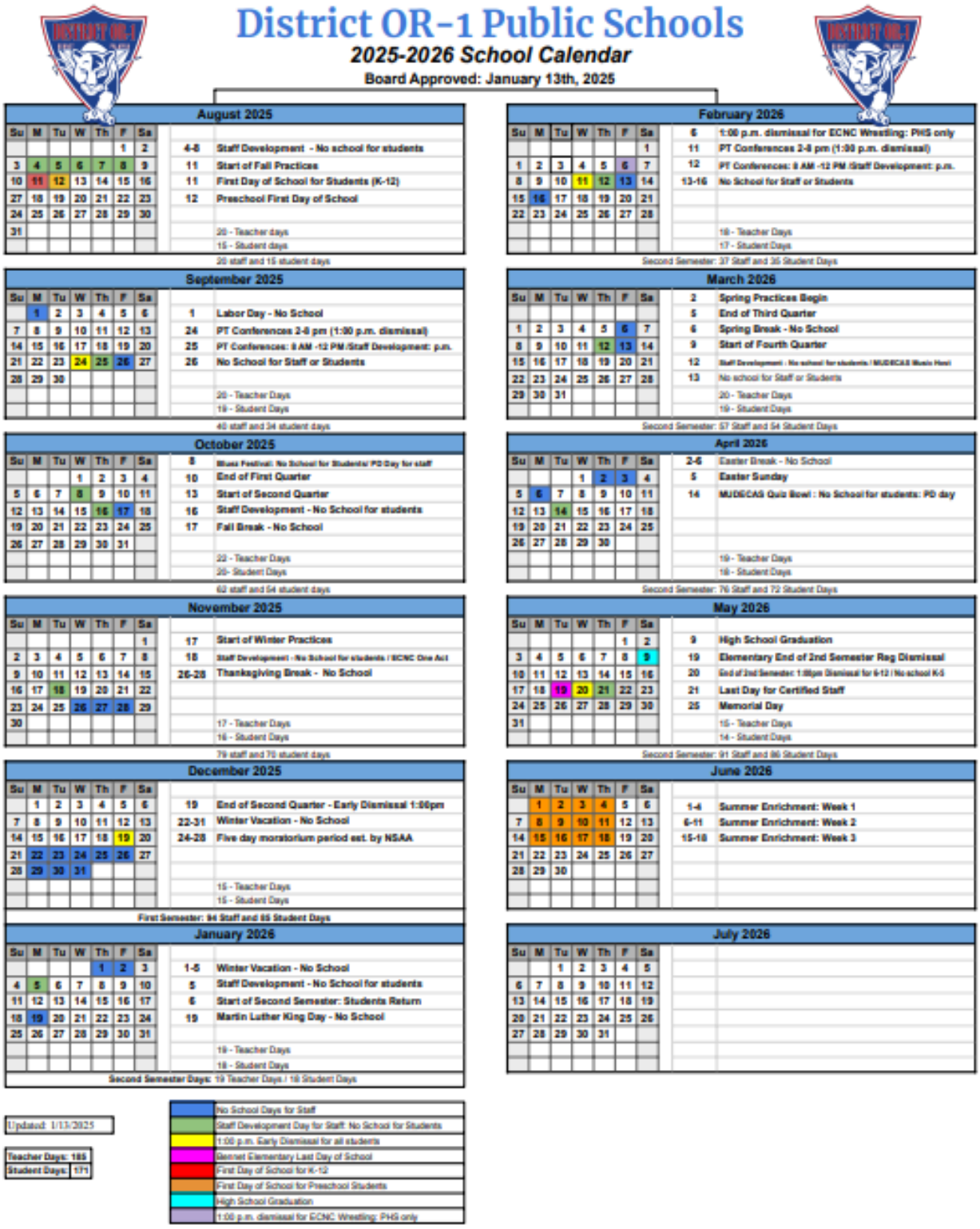
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	Paraeducator / ICU / Substitute Teacher
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher
Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
Carrie Ellis	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
Meghan Stephen	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator
Leah Housel	Elementary	Paraeducator

Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator
Selena Hiett	Elementary/ASPIRE	Paraeducator
Shonna Rulla	Elementary	REC Supervisor
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
TBD	Jr.-Sr. High School	Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
Camie Exantus	Jr.-Sr. High School	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 **School Calendar**



Section 2 **Daily Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Section 3 **Shortened Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 **Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open,

but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 **Contract Days**

Teachers are contracted for 185 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

A teacher is employed by District OR-1 when the teacher signs the teacher's contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2 **Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be

upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular

the program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 **Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 **Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 **Extended Duty Pay**
Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 **Benefits**
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections **by September 1** of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

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

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

Section 8 **Payroll and Payroll Deductions**
Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 **Expense Reimbursement**
Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the

Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 **403(b) Salary Reduction Agreements**
The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 **Overtime**
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test

for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

- ***Paid Leaves Available***. District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.

- ***Nature of Paid Leave***. Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

- ***Leave Year.*** The leave year for paid leaves is the District's fiscal year.

- ***Leave Days.*** Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.

- ***Carry-over and Accumulation.*** Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days.
  The school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Unpaid Leaves

District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§ 25-1640

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem. The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some

limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The "EAP" programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District OR-1 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166

	Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333;20 CFR Part 1002 (USERRA)

Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234

Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

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

Certified staff are contracted for 185 days in alignment with the current school district calendar. Schools have differing starting and ending times for the student day. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet district requirements and negotiated agreement parameters. Staff may leave the building earlier when called to a professional meeting.

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

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Full-time teachers have a designated on-site work day. Elementary school teachers are to be in the building no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other

certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 **Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 **Lesson Plans**

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

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

Section 5 **Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:

A. Days on which the student was tardy.
B. Days on which the student was absent, with a differentiation between excused and unexcused absences.

5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 **Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
   Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed periodically during each school year.

2. Text Book and Room Inventory
   All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones
   Teachers shall not use personal cell phones for any non-school purpose during instructional time. Teachers may have cell phones on their person or in close proximity during the school day, but the phones should be on silent mode to

reduce distractions.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, and other organizational tasks as assigned. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides
   Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Checking Out of Equipment
   All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies
   Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail
   Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response,

but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mailbox
Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

9. Teachers Meetings
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

10. Classroom Environment
At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner

Section 7 **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
   - Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be

given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 **Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

Article 4 – Duties and Responsibilities

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.

5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.

6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 **Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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

Section 10 **Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations

made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate

students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a

student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Professional Ethics Standards**

District OR-1 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.

C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:
A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility

for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.

D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 **Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 **Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
   d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be

accurate, demonstrate sound judgment, and promote District OR-1' mission. Employees must ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational

purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 **Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 **Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 **Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 **Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Article 5 – Personal and Professional Conduct

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Instagram, Tik Tok, Snapchat, Twitter, Meta, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1 Board of Education is committed to providing a quality education for all District OR-1 students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades

for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades **6-12** are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

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

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best

interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes

should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is

essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Section 5 **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

Article 7 - Use of School Facilities and Equipment

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, etc. that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 **Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If

you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**
Personal calls using school shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 **Visitors**
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

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

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

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

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

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

Section 11 **Video Surveillance**

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

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

Recording of Others

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

Section 12 **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 **Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and

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

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

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

Lost and Found
Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 **Safety**
Safety Program and Safety Committee
The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Use of Personal Vehicles

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

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "D" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

District OR-1 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, District OR-1 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race,

color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

<u>Complaint and Grievance Procedures</u>

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent

of District OR-1. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in

connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these

provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    1. Political affiliations or beliefs of the student or the student's parent;
    2. Mental or psychological problems of the student or the student's parent;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating or demeaning behavior;
    5. Critical appraisals of other individuals with whom the student has close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the students or the student's parent;
    8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

<u>General - Parental/Community Involvement in Schools</u>

The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;

3. permit parents and family members access to their child's records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996

(HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

FLSA Notice

FMLA Notice

EEOC Notice

COBRA Notice

RECEIPT OF 2024-2025 TEACHER (CERTIFIED STAFF) HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2024-2025** Teacher (Certified Staff) Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:_____

_____
Printed Name

_____
Teacher's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request

Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools are not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One **Bennet Elementary/ Palmyra**	**Departure time from** **Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file:** **Yes** **No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**

        - Being knowledgeable of and consistently enforcing school rules and policies
        - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
        - Taking appropriate action when rules are not followed, or a student is in danger.
    - **Hazard surveillance and intervention**
        - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
        - Checking the areas visited, and appropriately addressing hazards
        - Responding appropriately to emergencies
        - Handling emergencies that occur properly to reduce potential injury and damage.
        - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
    - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
    - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
    - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
    - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
    - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
    - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
    - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
    - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.

    - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District Policies Apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

  District School Bus
- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out a driver

approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

2025-2026
Classified Employees
Handbook
Palmyra District OR-1

Table of Contents

Foreword

		Page
Section 1	**Intent of Handbook**	**4**
Section 2	**Information About District OR-1**	**4**
Section 3	**School Mission Statement**	**5**
Section 4	**Members of the Board of Education**	**6**
Section 5	**Administrative Staff**	**7**
Section 6	**Certified Staff**	**7**
Section 7	**Classified Staff**	**10**

Article 1 – School Calendar and Schedules

		Page
Section 1	**School Calendar**	**12**
Section 2	**Daily Schedule**	**14**
Section 3	**Shortened Schedule**	**14**

Section 4	**Severe Weather and School Cancellations**	**14**

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	**Employment**	**16**
Section 2	**Assignments**	**16**
Section 3	**Personnel File**	**16**
Section 4	**Grievances and Complaints**	**16**
Section 5	**Compensation**	**16**
Section 6	**Benefits**	**16**
Section 7	**Payroll and Payroll Deductions**	**17**
Section 8	**Expense Reimbursement**	**17**
Section 9	**Overtime**	**17**

Article 3 – Absences from Work

		Page
Section 1	**Absence Procedures**	**19**
Section 2	**Paid Leave - Sick and Personal Leaves**	**20**
Section 3	**Payroll Deductions for Absences in Excess of Paid Leave**	**20**
Section 4	**Leaves of Absence**	**21**
Section 5	**Unpaid Leaves**	**21**
Section 6	**Jury Duty Leave**	**21**
Section 7	**Family and Medical Leave**	**22**
Section 8	**Military and Family Military Leave**	**24**
Section 9	**Adoption Leave**	**24**
Section 10	**Subpoena to Testify Leave**	**24**
Section 11	**Voting Leave**	**25**

Article 4 - Duties and Responsibilities

		Page
Section 1	**Hours of Work & Meetings**	**26**
Section 2	**Arrival to Duty Assignments**	**26**
Section 3	**Leaving School**	**26**
Section 4	**School Procedures**	**26**
Section 5	**Supervision of Students**	**27**
Section 6	**Role of Para Educators**	**29**
Section 7	**Dispensing Medication**	**30**
Section 8	**Reporting Child Abuse**	**30**
Section 9	**Best Practices for Guiding Staff in Use of Social Media**	**31**

Article 5 – Personal and Professional Conduct

		Page
Section 1	**Ethics Standards**	**33**
Section 2	**Role Model**	**36**
Section 3	**Professional Boundaries**	**36**
Section 4	**Relationships**	**38**
Section 5	**Civility**	**38**
Section 6	**Notification of Arrest, Etc.**	**38**
Section 7	**Evaluations**	**39**
Section 8	**Employee Complaints or Concerns**	**40**
Section 9	**Attire**	**40**
Section 10	**Outside Employment**	**41**

Article 6 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	42
Section 2	Smoke and Tobacco-Free Workplace	42
Section 3	Weapon-Free Workplace	42
Section 4	Use of District Computer Network and Internet	44
Section 5	Use of School Facilities	47
Section 6	Care of School Property	47
Section 7	Use of Telephone	47
Section 8	Visitors	47
Section 9	Salespersons	47
Section 10	Security of Desks and Lockers	48
Section 11	Video Surveillance and Recording of Others	48
Section 12	Bulletins and Web Page	49
Section 13	Copyright and Fair Use Policy	49
Section 14	Lost and Found	50
Section 15	Safety	50

Article 7 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	52
Section 2	Designation of Coordinators	53
Section 3	Anti-discrimination & Harassment Policy	53
Section 4	Grievance Procedure for Persons with a Disability	55
Section 5	Confidentiality of Student Records (FERPA)	56
Section 6	Disclosure of Student Information to Military Recruiters and Colleges	56
Section 7	Breakfast and Lunch Programs	56
Section 8	Confidentiality of Protected Health Information	56

Appendixes

Appendix A	**COBRA Notice**	**A-1**
Appendix B	**FMLA Notice**	**B-1**
Appendix C	**EEOC Notice**	**C-1**
Appendix D	**Fair Labor Standards Act**	**D-1**
Appendix E	**Leave Request Form**	**E-1**
Appendix F	**Acceptable Use of Computers and Networks**	**F-1**
Appendix G	**Field Trip Expectations for Coaches and Sponsors**	**G-1**

Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2025-2026** and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development ith the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 **School Mission Statement**

The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future."
Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;

- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee: Board Vice President	moebabbs@aol.com
Tim Cheney	cheneyor1@gmail.com
Brandon Desh: Board President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5 Administrative Staff

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Brittany Eisenhauer	Elementary	Pre-School
Taylor Black	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachael Peska	Elementary	1
Gina Christensen	Elementary	2

Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Dana Christensen	Elementary	3
Caroline Reed	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Jennifer Borg	Elementary	5
Thomas McChristian	Elementary	5
Payton Partida	Elementary	5
John Furrow	Instrumental Music	5-12
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Elementary	K-5
Brianne Lahmon	Special Education	K-5
Zachary Wemhoff	Physical Education	K-5
Ann Fritsch	Special Education	K-5
Abby Eastep	Special Education	K-5
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12

Austin Lahmon	Counselor	K-5
Amanda Malone	Jr. - Sr. High School	6-8
Elise Stoike	Jr. - Sr. High School	6-8
Tammy Harris	Jr. - Sr. High School	6-8
Cody Pester	Jr. - Sr. High School	6-8
Beth McCreight	Vocal Music	K-12
Kori Vodicka	Counselor	6-12
Jacob Wieseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	6-12
Grant Fritsch	Industrial Technology	6-12
Jonna Pester	Math	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12

Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Mikayla Batman	Special Education	6-12
Jen Whyman	Special Education	6-12
Elizabeth Beach	Vocational Agriculture	7-12
Jordan Linke	Physical Education	6-12
Taylor Baumert	Physical Education/ Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Librarian/Media	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Daryl Hopp		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Ronda Wheatley		Bus Driver
Sharon Dowding		Bus Driver
Glenn Steffenmeier		Bus Driver
Randy Holdsworth		Bus Driver
Audrea Severe	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Norman	Jr.-Sr. High School	Main Office Secretary

Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	Paraeducator / ICU / Substitute Teacher
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher
Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
Carrie Ellis	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
Meghan Stephen	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator

Leah Housel	Elementary	Paraeducator
Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator
Selena Hiett	Elementary/ASPIRE	Paraeducator
Shonna Rulla	Elementary	REC Supervisor
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
TBD	Jr.-Sr. High School	Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
Camie Exantus	Jr.-Sr. High School	Food Service
Betty Korber	Jr.-Sr. High School	Food Service
Mark Tiedeman	Jr.-Sr. High School	Food Service
Darla Hoffman	Elementary	Kitchen Supervisor
Dewaine Knutson	Elementary	Food Service
Jessica Kucera	Elementary	Food Service
Paul Traeger	Elementary	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 Public Schools

2025-2026 School Calendar

Board Approved: January 13th, 2025

August 2025

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

4-8	Staff Development - No school for students
11	Start of Fall Practices
11	First Day of School for Students (K-12)
12	Preschool First Day of School

20 - Teacher days
15 - Student days
20 staff and 15 student days

September 2025

Su	M	Tu	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				

1	Labor Day - No School
24	PT Conferences 2-8 pm (1:00 p.m. dismissal)
25	PT Conferences: 8 AM -12 PM /Staff Development: p.m.
26	No School for Staff or Students

20 - Teacher Days
19 - Student Days
40 staff and 34 student days

October 2025

Su	M	Tu	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	

8	Blues Festival: No School for Students/ PD Day for staff
10	End of First Quarter
13	Start of Second Quarter
16	Staff Development - No School for students
17	Fall Break - No School

22 - Teacher Days
20- Student Days
62 staff and 54 student days

November 2025

Su	M	Tu	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						

17	Start of Winter Practices
18	Staff Development - No School for students / SCNC One Act
26-28	Thanksgiving Break - No School

17 - Teacher Days
16 - Student Days
79 staff and 70 student days

December 2025

Su	M	Tu	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			

19	End of Second Quarter - Early Dismissal 1:00pm
22-31	Winter Vacation - No School
24-28	Five day moratorium period est. by NSAA

15 - Teacher Days
15 - Student Days
First Semester: 94 Staff and 85 Student Days

January 2026

Su	M	Tu	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

1-5	Winter Vacation - No School
5	Staff Development - No School for students
6	Start of Second Semester: Students Return
19	Martin Luther King Day - No School

19 - Teacher Days
18 - Student Days
Second Semester Days: 19 Teacher Days / 18 Student Days

February 2026

Su	M	Tu	W	Th	F	Sa
						1
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

6	1:00 p.m. dismissal for ECNC Wrestling: PHS only
11	PT Conferences 2-8 pm (1:00 p.m. dismissal)
12	PT Conferences: 8 AM -12 PM /Staff Development: p.m.
13-16	No School for Staff or Students

18 - Teacher Days
17 - Student Days
Second Semester: 37 Staff and 35 Student Days

March 2026

Su	M	Tu	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				

2	Spring Practices Begin
5	End of Third Quarter
6	Spring Break - No School
9	Start of Fourth Quarter
12	Staff Development - No school for students / MUDECAS Music Fest
13	No school for Staff or Students

20 - Teacher Days
19 - Student Days
Second Semester: 57 Staff and 54 Student Days

April 2026

Su	M	Tu	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		

2-6	Easter Break - No School
5	Easter Sunday
14	MUDECAS Quiz Bowl : No School for students: PD day

19 - Teacher Days
18 - Student Days
Second Semester: 76 Staff and 72 Student Days

May 2026

Su	M	Tu	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						

9	High School Graduation
19	Elementary End of 2nd Semester Reg Dismissal
20	End of 2nd Semester: 1:00pm Dismissal for 6-12 / No school K-5
21	Last Day for Certified Staff
25	Memorial Day

15 - Teacher Days
14 - Student Days
Second Semester: 91 Staff and 86 Student Days

June 2026

Su	M	Tu	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				

1-4	Summer Enrichment: Week 1
6-11	Summer Enrichment: Week 2
15-18	Summer Enrichment: Week 3

July 2026

Su	M	Tu	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		

Updated: 1/13/2025

Teacher Days:	185
Student Days:	171

	No School Days for Staff
	Staff Development Day for Staff: No School for Students
	1:00 p.m. Early Dismissal for all students
	Bennet Elementary Last Day of School
	First Day of School for K-12
	First Day of School for Preschool Students
	High School Graduation
	1:00 p.m. dismissal for ECNC Wrestling: PHS only

Section 2 Daily Schedule

Jr.-Sr. High School

- First Bell 8:10
- Period 1 8:15 – 9:05
- Period 2 9:08 – 9:58
- Period 3 10:01 – 10:51
- Period 4 10:54 – 11:44
- Period 5 11:47 – 12:58
- Period 6 1:01 – 1:51
- Period 7 1:55 – 2:44
- Period 8 2:47 – 3:41

Shortened Schedule

Jr.-Sr. High School

- First Bell 8:10
- Period 1 8:15 – 8:48
- Period 2 8:51 – 9:24
- Period 3 9:27 – 9:59
- Period 7 10:02 – 10:34
- Period 8 10:37 – 11:09
- Period 4 11:12 – 11:44
- Period 5 11:47 – 12:58
- Period 6 1:01 – 1:33

Section 3 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. *If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news.* An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed or have an altered schedule.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

Weather Decisions After School Starts For the Day: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these

cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions: District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

Section 2 **Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Notify Cassie Wemhoff of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 **Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 **Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 **Benefits**

Classified staff employees are provided sick leave and PTO time in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee's expense. The cost of LTD premiums will be added to the employee's income. All classified staff employees are eligible to participate in the district's section 125 plan. Employees shall make annual fringe benefit elections no later than September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent's office.

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

Section 7 **Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Section 8 **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees *required to drive their own vehicles during their regular scheduled working hours between two or more work sites when a school district vehicle is not available*. Claims for reimbursement should be submitted quarterly to Lisa Phillips. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose. **Please note: the district will not reimburse for tax on expenditures.**

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by the Business Manager or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 **Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1⁄2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may also be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 **Absence Procedures**

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a leave request through Red Rover using the designated district procedures. *The request is to be submitted at least 5 duty days prior to the leave.* The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

   Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 **Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and PTO leaves in accordance with their work agreement and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits if applicable.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 6:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance reports of need for leave as possible.

For PTO and other leaves, a Request in Red Rover is submitted at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Bereavement leave (currently included under sick leave) is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, must present a written statement to the Principal from the classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 **Payroll Deductions for Absences in Excess of Paid Leave**
Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 **Leaves of Absence**
An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves
The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for *at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.*

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents

you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical

leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact our Human Resources support staff at 402-780-5327.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 **Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 **School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an immediate answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings. Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles; to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision:

- Report to all duty assignments on time.
- Consistently circulate through your assigned duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—**do**

not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Touching students should be limited to that necessary to protect the student as required by CPI. ***Corporal punishment is strictly prohibited in our school district and is not to be used.*** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions:**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment:**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings:
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- Students fighting or involved in a physical altercation
- Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.). Please note: If the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- A report (or a suspicion) that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- The presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

A student suspected of having an item in violation of school rules needs to be escorted to the building administrator or you will wait with the student until proper administration arrives. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. *Student record information should be shared only with other school staff with a need to know the information to perform their duties.*

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para educator in a supportive role. Para educators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you

are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Tik Tok, Instagram, Snapchat, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee.

While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community.

Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and c*onsideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.*

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Ethics Standards**

District OR-1 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

***Principle I - Commitment as a School Employee*:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

- *Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.*
- *Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.*
- *Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.*
- *Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.*
- *Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.*
- *Shall not sexually harass students, parents or school patrons, employees, or board members.*
- *Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.*
- *Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.*
- *Shall seek no reprisal against any individual who has reported a violation of this rule.*

***Principle II - Commitment to the Student*:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

***Principle III - Commitment to the Public*:**
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

- *Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.*
- *Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.*
- *Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.*
- *Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.*
- *Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.*
- *Shall, with reasonable diligence, attend to the duties of the employee's position.*

***Principle IV - Commitment to Classified Position Employment Practices*:**
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

- *Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.*
- *Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.*
- *Shall give prompt notice to the employer of any change in availability of service.*
- *Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.*
- *Shall not assign to unqualified personnel, tasks for which an employee is responsible.*
- *Shall permit no commercial or personal exploitation of his or her employment position.*
- *Shall use time on duty and leave time for the purpose for which intended.*

Article 5 – Personal and Professional Conduct

Competent Performance
Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- Keep records for which he or she is responsible in accordance with law and policies of the school system;
- Supervise others in accordance with law and policies of the District;
- Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- Utilize available materials and equipment necessary to accomplish the designated task;
- Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
- Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

- Utilize information and materials that are relevant to the designated task;
- Use language and terminology which are relevant to the designated task;
- Use language which reflects an understanding of the ability of the individual or group;
- Assure that the designated task is understood;
- Use feedback techniques which are relevant to the designated task;
- Consider the entire context of the statements of others when making judgments about what others have said;
- Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

- Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- Maintain consistency in the application of policy and practice;
- Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- Shall not knowingly misinterpret the statement of others;
- Shall not show disrespect for or lack of acceptance of others;
- Shall provide leadership and direction for others by appropriate example;
- Shall offer constructive criticism when necessary;
- Shall comply with reasonable requests and orders given by and with proper authority;
- Shall not assign unreasonable tasks;
- Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- Be able to communicate so effectively as to accomplish the designated task;
- Appropriately control his or her emotions;
- Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Section 2 **Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 **Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Twitter, Instagram, Snapchat, Facebook, or other social networking site.
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance (verbal, written, or physical) towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such

interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 **Notification of Arrest, etc.**
Employees must notify Superintendent by the next business day after:

Arrest or Criminal Charges: The employee is arrested, ticketed, or issued a criminal charge where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students or relations with other employees of the District;
- Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
- Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Certificate or License Complaint: The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.

Child Abuse: The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

- Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.
- Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.
- Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.
- Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 **Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be

permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

\Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- **Technology Subject to this Policy:** This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
- **Access and User Agreements:** Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
- **Acceptable Uses:** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- **Unacceptable Uses:** The following are unacceptable uses of the technology resources:
    - **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
    - **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
    - Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
    - The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.
    - **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    - Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

- **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
- To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
- To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
- To promote or tolerate violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

Disclaimer: The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

- **Filter:** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations.
- In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
- Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

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

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

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 **Care of School Property**

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

Section 7 **Use of Telephone**
Personal telephone calls should be limited to non instructional time during the work day.

Section 8 Visitors
Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons
Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

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

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

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

Section 11 Video Surveillance

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

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

Recording of Others

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

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

Section 13 **Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices: Guidelines for safe work practices for employees include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

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

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800)669-4000 /DD: (800) 669-6820

(800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

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

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

- In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
- Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
    - Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
    - Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

Grievance Procedures

- Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
- If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report

your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
- The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

FLSA Notice

FMLA Notice

EEOC Notice

COBRA Notice

RECEIPT OF 2025-2026 CLASSIFIED EMPLOYEE HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2025-2026** Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____
Employee's Signature

Return to:

Central Office
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Central Office
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: July 14, 2025

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and

Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: July 14, 2025

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One **Bennet Elementary/ Palmyra**	**Departure time from** **Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file:** **Yes** **No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary

- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed

- **Student behavior monitoring and intervention**
  - Being knowledgeable of and consistently enforcing school rules and policies
  - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
  - Taking appropriate action when rules are not followed, or a student is in danger.
- **Hazard surveillance and intervention**
  - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
  - Checking the areas visited, and appropriately addressing hazards
  - Responding appropriately to emergencies
  - Handling emergencies that occur properly to reduce potential injury and damage.
  - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
  - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
  - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
  - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
  - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
  - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
  - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
  - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
  - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.

- Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
  - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
  - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
  - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
  - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out and a

driver approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

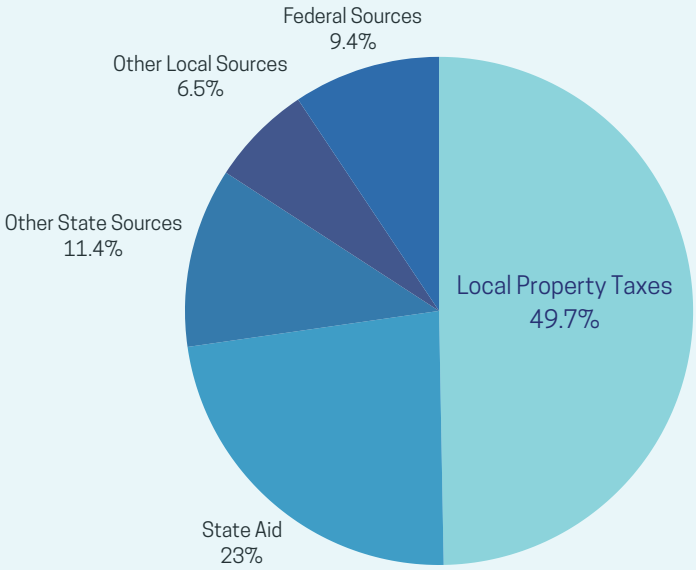
Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

EDUCATION FUNDING

open sky POLICY INSTITUTE

REVENUE SOURCES



Local Property Taxes
Determined by local school boards, subject to levy limits, revenue caps, and spending limits

Federal Sources
Reimbursements for federal programs like special education, Title I, and early childhood education

State Aid
Money paid to schools via the state aid formula

Other Local Sources
Fees and local motor vehicle and utilities taxes

Other State Sources
Special education reimbursements, state apportionment, homestead exemptions, etc.

Note: This data does not include changes to funding implemented in the 2023 Legislative session as the impact of those changes is still to be determined. Additionally, federal funding portions may be inflated by pandemic relief funds that are now expired.

SCHOOL DISTRICT REVENUE LIMITS

Spending Limit
The spending limit works by applying a rate of growth (Basic Allowable Growth Rate) to the main portion of each district's budget, based on the prior year's budget. The amount a school's budget can grow from year to year is limited currently to 2.5%, subject to revision by the Legislature.

Property Tax Limit
By law, the maximum property tax levy is currently $1.05 per $100 of property value. There are some exceptions to this limit, including the option for a levy override approved by the voters in a given district, which can be accessed for up to 5 years.

Property Tax Request Authority Limit
A district's property tax request authority is the amount of property taxes a district can request each year. Growth in property tax revenue is limited to 3% each year with certain exceptions. A school board can exceed the property tax request authority by up to 7% (based on enrollment) if at least 70% of its members approve.

TEEOSA

open sky POLICY INSTITUTE

NEEDS – RESOURCES =

- Basic Funding
- Poverty Allowance
- Limited English Proficiency (LEP) Allowance
- Focus School & Program Allowance
- Summer School Allowance
- Special Receipts Allowance
- Transportation Allowance
- Elementary Site Allowance
- Distance Education & Telecommunications Allowance
- Averaging Adjustment
- New School Adjustment
- Student Growth Adjustment
- Student Growth Adjustment Correction
- Community Achievement Plan Adjustment
- Poverty Allowance Correction
- LEP Allowance Correction
- Non-Qualified LEP Adjustment

- Yield from Local Effort Rate
- Net Option Funding
- Allocated Income Tax
- Community Achievement Plan Aid
- Other Receipts Actually Received by the District
- Foundation Aid

For a detailed description of each of the funding formula components, scan here:

EQUALIZATION AID

+ ADDITIONAL ITEMS =

- Net Option Funding
- Allocated Income Tax
- Community Achievement Plan Aid
- Prior Year State Aid
- Corrections
- Foundation Aid

Equalization aid is a component of state aid meant to help schools make up differences in the funds they are able to raise through local sources and is not guaranteed. A school district may be equalized or non-equalized within the state aid formula.

All districts are guaranteed at least some state aid through the TEEOSA formula through the allocated income tax .

Beginning in the 2023-2024 school year, each district receives $1500 per student in Foundation Aid, regardless of equalization.

$ TOTAL STATE AID $

STATE FUNDING OUTSIDE THE TEEOSA FORMULA

SPECIAL EDUCATION REIMBURSEMENTS
($224 MILLION)

PROPERTY TAX CREDIT
($158 MILLION)

STATE APPORTIONMENT
($60 MILLION)

HOMESTEAD EXEMPTIONS
($53 MILLION)

CATEGORICAL PROGRAMS
($15 MILLION)

Source: Nebraska Department of Education 2022/23 Statewide Annual Financial Report

BUDGET PROCESS

open sky POLICY INSTITUTE

OVERVIEW

Nebraska creates a **two-year budget**, though the Legislature can continue making adjustments throughout each year as needed. The two-year budget period is called the biennium. **The state's budget must be balanced**, meaning that spending can only occur to the extent that money is available. Nebraska cannot borrow money for general spending needs, with very narrow exceptions for the construction of roads. An increase in spending or unexpected decline in revenues may create a budget "shortfall." Since the state must balance its budget, the Legislature must fix a shortfall through some combination of spending cuts, tax increases, cash fund transfers, and use of cash reserves.

WHO IS INVOLVED?

THE PEOPLE OF NEBRASKA

Every bill introduced in the Nebraska Legislature, including the series of bills that make up the budget, are scheduled for a public hearing. The Appropriations committee also hears from department heads during the hearing process. Anyone may participate and offer feedback on the budget proposals. Individuals can also reach out to their senator at any time to offer support or opposition for any aspect of the budget.

THE APPROPRIATIONS COMMITTEE

In January and February, the Legislature's Appropriations Committee meets with **Legislative Fiscal Office** staff to review agency budget requests. They develop a preliminary recommendation within 20 to 30 legislative days of the Governor's budget submission (Legislature, Rule 8, Sec. 3, 2023-24). The Committee uses revenue forecasts by the **Nebraska Economic Forecasting Advisory Board** to determine how much revenue it has available to appropriate. Next, the Appropriations Committee holds mandatory public hearings on the budget proposal.

THE LEGISLATURE

Once advanced from the Appropriations Committee, the full Legislature will debate and potentially amend the series of bills that comprise the budget for three rounds: General File, Select File, and Final Reading. Almost all budget bills are passed with a two-thirds vote (33 of 49) of the Legislature, which ensures they take effect the day after the bills are enacted using an "emergency clause."

THE GOVERNOR

The Governor begins the budget process in the year before the long legislative session, working with the **Department of Administrative Services (DAS) Budget Division**. The proposal is due to the Legislature by January 15 in odd-numbered years (or February 1 for a new Governor). Once the budget is passed, the Governor may sign the bills, decline to sign them (but allow them to take effect automatically), veto bills, or veto particular items in each bill. The Legislature may override all or part of any veto with 30 votes.

BUDGET TIMELINE

open sky POLICY INSTITUTE
WWW.OPENSKYPOLICY.ORG

JULY
July 15 - Budget forms to agencies

SEPTEMBER
September 15 - Agencies submit budget requests

OCTOBER
Forecasting Board meets

DAS submits proposals to Governor

JANUARY
Governor sends bill to Legislature for introduction

FEBRUARY
Forecasting Board meets

Committee hearings

MARCH
March 15 - Prelim Report due from Appropriations committee

APRIL
Forecasting Board meets

Amendments introduced/debated

DAY 70
Final Appropriations Committee Proposal

MAY
Final budget bills passed

WHAT IS FUNDED BY THE STATE BUDGET?

While this is not a comprehensive list, the top categories of spending in the state budget are outlined below. Percentages are approximate based on Fiscal Year 2025 Budget.

K-12 PUBLIC EDUCATION
The state of Nebraska funds the TEEOSA formula, which provides operational revenue for K-12.

23%

HIGHER EDUCATION
Nebraska's college and university systems are funded through the budget process.

17%

MEDICAID AND CHIP
Medicaid and CHIP programs provide low-income adults and children with health care services.

19%

HEALTH AND HUMAN SERVICES
A broad-ranging group of services including child welfare, foster care, and child care subsidies.

19%

Instruction

Electronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
   When authorized by the District for educational purposes during instructional time.
2. In the case of an emergency or perceived threat of danger;
3. When necessary to monitor or manage a student's health care, or
   When determined appropriate by the Superintendent or the Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy. For further information, please refer to Policy #5101 (Student Discipline).

Legal Reference: LB 140 (2025)

Date of Adoption: July 14, 2025

Bennet Elementary School
Handbook for Students, Parents & Guardians
2025-2026

Welcome to Bennet Elementary!

Whether you're new to our school or returning for another year, we're so glad to have you as part of our community. Bennet Elementary is a place where learning, kindness, and connection come together, and every one of us plays a part in making that happen. The pride we feel in our school is something we hope you'll feel too, from the very first day.

At Bennet, we believe in taking care of one another and the space we share. Our school is part of District OR-1, and it's been thoughtfully cared for over the years. As you walk through the halls, you'll see the results of that care, and we hope you'll help us continue that tradition by treating our school and each other with respect.

This handbook is here to help you feel confident and informed. Inside, you'll find helpful information about our daily routines, expectations, and the way we do things at Bennet Elementary. We strive to create a safe, supportive, and consistent environment where all students can grow and thrive.

While this guide covers a lot, it may not address every situation that comes up during the year. When that happens, we'll rely on our shared values and commitment to doing what's best for students to guide our decisions.

Thanks for being part of our school family. We're excited to get started on another great year, together!

Mr. Jared Haag

Elementary Principal

Contents

Bennet Elementary Faculty & Staff	4
General Information	6
Activities Attendance	6
After School Arrangements	6
Alcohol, Tobacco & Drug Usage	7
Announcements/Posters	10
Asbestos Notice	10
Arson	10
Attendance, Leaving School, Excessive Absenteeism, Activity, Attendance...	10
Before and After School Recreation Program	14
Birth Certificates	14
Bullying Prevention	15
Bus Rules and Behavior	15
Cell Phones and Personal Electronic Devices	18
Ceremonies and Holiday Observances	19
Child Abuse/Neglect	19
Closed Campus	19
Clothing & School Supplies	19
Computer Network, Internet and Computer Use	20
Damage & Loss of School Property	24
Dating Violence	24
Discipline and School Rules, Suspension and Expulsion	24
Dress Code	28
Drills - Fire & Tornado	28
Dual Enrollment	30
Field Trips	30
Forms	30
Grades & Reporting to Parents	31
Head Lice	31
Immunizations	33
Illness & Injury at School	34
Kindergarten Enrollment	34
Lost & Found	34
Lunch/Milk/Breakfast	34
Make-Up Work	35
Medication and Asthma/Allergic Reaction Plan and Self-Medication Guidelines	36
Money	37
Multicultural Policy	38
Newsletter	38
Parent Visitations	38
Pets	38
Physical Exams	39
Preschool Program	39
Programs & Services	40
Promotion & Retention	41

Recess/Playground Rules 41
Return to Learn 42
School Day Schedule 42
School Wellness Policy 43
Smoke Free Environment 43
Student Activity Fees 43
Student Questioning/Apprehension by Legal Authorities 52
Student Searches 55
Telephone Use 55
Testing 55
Video Surveillance 55
Vandalism 55
Visitors 55
Weapons 56
School Cancellations 56
Appendix A-Federal and State Programs 57
Medication Forms 95
Computer and Network Form 96
Parent/Guardian Receipt Form 97

Bennet Elementary Faculty & Staff

Mr. Haag	Principal
Mr. Lahmon	Guidance Counselor
Mrs. Ostrander	Elementary Principal's Secretary
Mrs. Linke	School Psychologist
Ms. Black	Preschool
Ms. Eisenhauer	Preschool
Mrs. Hohensee	Preschool
Mrs. Mullendore-Dilsaver	Preschool Paraeducator
Mrs. Georges	Preschool Paraeducator
Mrs. Hartwick	Preschool Paraeducator
Mrs. King	Preschool Paraeducator
Mrs. Smallcomb	Preschool Paraeducator
Mrs. Ellis	Preschool Paraeducator
Mrs. Dvorak	Kindergarten
Mrs. Nitzsche	Kindergarten
Mrs. Wusk	Kindergarten
Mrs. Field	First Grade
Mrs. Greenfield	First Grade
Mrs. Petska	First Grade
Mrs. Christensen	Second Grade
Ms. Peterson	Second Grade
Mrs. Schaller	Second Grade
Mrs. Anderson	Third Grade
Ms. Christensen	Third Grade
Ms. Reed	Third Grade
Mrs. Dowding	Fourth Grade
Mr. Maibaum	Fourth Grade
Mrs. Sullivan	Fourth Grade
Mrs. Borg	Fifth Grade
Mr. McChristian	Fifth Grade
Mrs. Partida	Fifth Grade
Ms. A. Swartzendruber	Title I
Mr. Smidt	Media Specialist
Mrs. McCrieght	Vocal Music
Mr. Furrow	Vocal Music/Inst.
Mr. Wemhoff	Physical Education
Mrs. Garris	Art
Mrs. Eastep	Resource
Mrs. Lahmon	Resource
Mrs. Fritch	Resource
Mrs. Wilson	Speech/Language Pathologist
Mrs. Buchanan	Speech/Language Pathologist
Mrs. Buddenberg	Speech/Language Pathologist
Mrs. Dowding	Aspire Academy
Mr. Brown	Technology Coordinator
Mrs. Hanger	Tech. Teacher
Mr. Hart	Superintendent
Mrs. Phillips	Business Manager - Central Office

Mrs. Wemhoff	Payroll/HR - Central Office
Mrs. Jones	Paraeducator
Mrs. Hiett	Aspire Paraeducator
Ms. Stephens	Paraeducator
Mrs. Stedman	Paraeducator
Mrs. Tyndall	Title Paraeducator
Mr. Muma	Paraeducator
Mr. Willeford	Head Custodian
Mrs. Smith	Elementary Food Manager
Mrs. Wilson	School Nurse
Mrs. Oswald	School Nurse

AVAILABILITY OF HANDBOOKS

The 2025-2026 Student-Parent Handbook of District OR-1 is available on the internet at https://www.districtor1.org

General Information

Superintendent of District OR 1
Mr. Michael Hart

Members of the Board Of Education
Jaimi Calfee
Dean Busch
Tim Cheney
Brandon Desh
Dee Moore
Joshua Penterman

Mission Statement
Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

"Together, we prepare our students to successfully meet the challenges of the future."

Governing Principles

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity; and,
- provide a safe, positive learning environment

Activities Attendance:
When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous.

After School Arrangements

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing or by phone before 2:00 PM. **Students will not be allowed to use the phone during the school day to make these arrangements.**

Alcohol, Drugs and Tobacco:

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

Education and Prevention:

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

Drug and Alcohol Use and Prevention:

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

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

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

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

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

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

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

personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of tobacco on school premises or as a part of any of the school's activities.
4. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
5. Use of any illicit drug.
6. Distribution of any illicit drug.
7. Use of any drug in an unlawful fashion.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

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

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

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

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or

during an educational function, or event off school grounds, is prohibited.

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

Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide a signed permission by parent and/or physician. **A copy of this form is attached to the back of this handbook.**

Disciplinary Sanctions:

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

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

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

Intervention:

The OR-1 School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration:

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

Safe and Drug-Free Schools–Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of

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

Announcements/Posters:

Announcements and posters advertising school sponsored activities or other activities within the communities must first be submitted to the principal's office. It will be the responsibility of the principal to determine if it is appropriate to display these items.

Asbestos Notice:

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (780-5327).

Arson:

The intentional burning of property at school is forbidden. Violation of this rule will result in appropriate disciplinary action being taken, which could include suspension, expulsion, referral to authorities and/or required counseling to take place if need is determined.

Regular Attendance Policy:

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

A. **Attendance and Absences**.

1. Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

    a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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

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

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

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

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

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not

to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the District OR-1 Public School's district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

5. Excessive Absenteeism. Students who accumulate one (1) unexcused absence in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

   a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
   b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance.

The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.
(ii) Educational counseling;
(iii) Educational evaluation;
(iv) Referral to community agencies for economic services;
(v) Family or individual counseling; and
(vi) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than five (5) absences per quarter, ten (10) absences per semester, or twenty (20) absences per year. This process can be initiated at any time during the school year if any absences are determined to be school unexcused. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Before and After School Recreation Program:

Bennet Elementary offers a before and after school recreation program for students attending Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 – 5:30 p.m. There will be NO drop in after school services for students. The cost of the program will be $4.50/hr per each child. A registration and enrollment fee of $25.00 per family will be assessed at the beginning of the school year. Adult supervisors will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office for more information.

Birth Certificate Requirements:

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

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

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

Bullying Prevention:

Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events.
Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures.

Suspected incidences of bullying should be reported to a staff member or the school principal. See Appendix A at the end of the handbook for the policy.

Bus/Transportation Code of Conduct:

Bus Transportation

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Director's approval. Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

- Bus transportation schedules will be drafted and provided by the Transportation Director for parents prior to the opening of school.
- All transportation schedules and bus stops are determined by the Transportation Director and school Administration.
- Students will not be dropped off at other than approved bus stops.

Requests to Ride a Different Bus

- A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop or deviate from riding the assigned bus.
- The request must include student name, parent/guardian, and telephone number of parent/guardian.
- Any request that cannot be verified will be denied.
- All requests must be approved by a school administrator or transportation official.
- If a student does not have a Bus Pass/Request; he/she cannot ride home on a different bus or get off at a different stop.

Transporting of school related/non-school related items on the bus.

- No materials, including guns, loaded or unloaded; flammable materials, empty or full; animals or any other objects of dangerous or objectionable nature are transported in the school bus when children are being transported.
- Balloons, helium balloons, and glass vases are prohibited.
- Bottles with water will be allowed due to health considerations.
- Cell phone use on the bus is discouraged. Use of personal electronic devices (P.E.D.'s) such as ipods, ipads, etc is acceptable. This privilege will be revoked if it becomes a nuisance or safety concern.
- Skate shoes, skate boards, or roller blades will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible.
- Band instruments will be allowed on the bus. Students are asked to work with the driver in order to board with large instruments.

PreK/Kindergarten

- A parent, guardian or person authorized by the parent of an Early Childhood Student provides safe supervision to and from the bus stop. No Early Childhood student will be left unattended at the point of delivery (Bus Stop). If no responsible party is in view, the student will not be allowed to disembark. The student will be returned to the school site where an attempt will be made to contact a responsible party.

School Bus Behavior Policy

Students who ride the bus should:

- Be on time.
- Arrive at their bus stop at least 5 minutes before the regular pickup time.
- Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.
- Observe proper conduct.
- Respect the property of others.
- Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.
- Board the bus in an orderly fashion.
- Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.

While riding the bus students should:

- Obey instructions of the bus driver and/or bus attendant.
- Be seated immediately.
- Remain seated.
- Share seats equally.
- Be courteous.
- Respect property.

- Keep hands and head inside the bus.
- Keep aisles clear.
- Observe good conduct
- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Avoid loitering around the bus.

Bus Discipline

District OR-1 follows a policy of progressive discipline such as the one illustrated below. This policy is not intended to be a complete list of infractions and consequences but rather a guide for students, parents and staff.

1. Parents will be involved with the first situation that results in a written report. A record of the violation and report will be retained by the building administrator, driver and provided to parents.

2. If a second problem resulting in a written report (of any type/level) develops, the student will be suspended from riding the bus for a minimum of three (3) days.

3. If another problem develops resulting in a written report, a suspension of one (1) week will be put in effect.

4. Further, more permanent action will be determined by the district administrations if problems persist and will result in a (3) week suspension of transportation for the student. Any future problems may result in permanent removal from transportation for the remainder of the school term.

Parents and students will be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

- All bus discipline is the responsibility of the individual bus driver. Any problems or questions should be referred to the driver and then, if needed, to the Director of Transportation. Drivers will also report discipline problems to the appropriate school administrator. For all behavior infractions resulting in a written report the building administrator/transportation director will report the determined consequences to the driver and parents.

Examples of Level I Offenses

- Spitting
- Excessive noise
- Horseplay/mischief
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from driver
- Use of non-water containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material

Examples of Level II/III Offenses

- Hanging out of window
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed toward driver/aide
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be required)

- Disobedient to driver/aide
- Riding unassigned bus or using unassigned bus stop
- Prohibited P.E.D. use
- Other offenses as reported by the driver
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession of threat of weapons/explosives/flammable s
- Possession/use of laser pens or pointers
- Other offenses as reported by driver

Severity Clause: If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any or all passengers, a Bus Rider Incident Report will be completed and submitted to the appropriate building level administrator as soon as possible. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the safety of students and proper bus conduct, the building administrator has the authority to suspend the student from the bus riding privileges for twenty-four (24) hours pending investigation of the reported incident. All attempts will be made to contact the parents as soon as possible.

Level I Incidents. The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level I Incidents will be a warning and may include three (3) days suspension from the bus.**

Level II Incidents. The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level II Incidents will be a final warning and may include three (3) to five (5) days suspension from the bus.**

Level III Incidents. The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level III Incidents will include five (5) to ten (10) days suspension or even permanent removal from the bus.**

Student Conduct and Discipline: In addition to the School Code of Conduct, District OR-1 requires Parents/Guardians to acknowledge the **Bus Rider Behavior Contract included in this Handbook when they sign the Handbook form**. The Transportation Department developed the Bus Rider Contract with the following philosophy in mind: "**We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any students stopping drivers from doing their job or preventing other students from having a safe and peaceful transportation experience"**. Talk to your children about safe, appropriate behavior when on board the school bus. Stress the importance of accountability for his/her actions and behavior when riding the bus. This contract applies only to transportation behavior and does not supersede the student handbook procedure for suspension or expulsion.

Parents (or guardians) and students are required to acknowledge the receipt of this form by acknowledging receipt of the student handbook. Failure to return the receipt may result in immediate suspension of riding privileges.
VIOLATIONS OF DISTRICT OR1 BUS RULES WILL RESULT IN DISCIPLINARY ACTION.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES:

Cell Phones, Pagers and Other Electronic Devices

Students may not use electronic devices while at school, except as permitted in this handbook.
Students may use electronic devices on the school sidewalks after school hours. Students may not have electronic devices while they are in locker rooms, classrooms or restrooms or anywhere there is an expectation of privacy. During school hours' students must keep their electronic devices in backpacks. Students may not use electronic devices while riding in a school vehicle unless they have permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their electronic devices. The school district is not responsible for theft, loss or damage of any device or any calls made on a cell phone.
By bringing personal electronic devices to school, students consent to having that phone searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

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

Ceremonies and Holiday Observances:

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

Child Abuse/Neglect:

Staff members of District OR1 Schools are required by law to report any suspected or known cases of child abuse or neglect to the proper authorities.

Closed Campus:

Once students have arrived at school, they are to remain on the school grounds until the close of the school day or be considered truant and dealt with accordingly. Students may only be excused through the office to a parent/guardian or someone else designated by the parent/guardian.

Clothing & Supplies:

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in student cubbies. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

A school supply list is available on the district website or in the school office. Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost school supplies. Students are encouraged but not required to bring items from the class supply list.

Computer Network, Internet and Other Computer Use Rules:

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

Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
c. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
d. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

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

a. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

b. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
    1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    5. Users shall not copy, change, or transfer any software without permission from the network administrators.
    6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    7. Users shall not engage in any form of vandalism of the technology resources.
    8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

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

General Rules

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

The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

(i) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(ii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iii) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(iv) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

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

(v) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(vi) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(vii) Users shall not use or try to discover another user's account or password.

(viii) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(ix) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(x) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators

(xi) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(xii) Users shall not use the computer to annoy, harass, or bully others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(xiii) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(xiv) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xv) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without permission of the network or building administrator.

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

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access,

suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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

Damage and Loss of School Property:

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done, replace the item or make some other appropriate form of restitution.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students may be charged replacement or repair costs for lost or damaged books. Students must pay all fines before they can receive school publications and final grades.

Dating Violence Prevention:

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

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

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

See Appendix A for policy.

Discipline Policy & School Rules:

Corporal punishment of students is prohibited by the Board of Education. However, this policy does not prohibit protective activities whereby District OR1 School personnel act to protect self, others or property of or on District OR1 School premises.

District OR 1 Bennet Elementary School students are protected against arbitrary punishment under the Constitution of the United States and Nebraska State law. All disciplinary actions at District OR 1 will be in accordance with Nebraska Law. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment of the United States Constitution.

While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under "**The Panther Way "** school-wide rules for providing a learning environment. Those rules are as follows:

1. **Be Respectful.**
2. **Be Responsible.**
3. **Be Safe.**

District OR 1 Bennet Elementary has created a Behavior Matrix that lists specific expectations for behaviors throughout the school day. We believe that children need to learn in a caring and safe environment that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan – a plan which will help to enhance Bennet Elementary's positive learning environment.
Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

The school wide behavior plan will be discussed with each class and reviewed throughout the school year to ensure a consistent, positive learning environment for all students.

This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes.

Other possible consequences for violation of our school rules and bus rules may also include but not be limited to:

Detention – A period of time before or after school for which a student must report as a result of infractions of the Bennet Elementary School rules. Detention may be assigned by any teacher within Bennet Elementary School and will be served with the assigning teacher at a time determined by the teacher or with the principal at a time determined by the principal. Before assigning a time for detention, parents will be notified by phone, a note, or in person, of the pending detention. Detention after school will last until 4:00 p.m. but, may be longer, at the discretion of the principal, if deemed appropriate.

Loss of Recess – Students may lose recess privileges for a period of time. They may report to their teacher or the principal's office.

Conference – A formal conference is held between the student and one or more school officials. The conference will be recorded in the administrative log.

Parental involvement **–** Parent(s) or guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s), or legal guardian(s), appropriate school personnel, and any other individuals concerned. This conference may be recorded in the administrative log.

Emergency Exclusion – Exclusion of a student from attendance, if the student has a dangerous disease or the student's conduct presents a threat to the physical safety of the school community, until the circumstances justifying the exclusion have been resolved.

School/Community Service – Work required of the student at the school or within the community. This work is for the benefit of the school/community and a service provided by the students as a result of disciplinary action. School/Community Service may be assigned in conjunction with detention or

In-School Suspension.

In-School Suspension – Assigned for infractions of the Bennet Elementary School rules, students will be isolated in a designated school area for a time not to exceed five (5) school days. While on In-School Suspension, students will not be counted absent and will be required to complete all classroom assignments. Students will be ineligible for all school activities during this time.

Short-Term Suspension – The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period not to exceed (5) school days. During an out-of-school suspension, the student may receive zeros for all classes missed.

See Appendix A.

Procedures for Short Term Suspension and Long Term Suspension or Expulsion:

See page 72 in Appendix.

Alternative Programs for Expelled Students:

An alternative school, class, or educational program (hereinafter referred to as an alternative program) shall be made available to all expelled students as and to the extent required by law. The Superintendent or Superintendent's designee shall make known to expelled students what alternative programs are available during the expulsion period. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) If the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice with recommendation to expel, (2) If the student has requested a hearing, the date the student, parent, or guardian, receives notice of the determination of the Superintendent or Superintendent's designee to expel the student, or (3) Such other date as shall be mutually agreed by the student, parent, or guardian and the administration.

The approved alternative programs are: (1) community based programs, (2) home based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific programs and enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative programs shall hold a valid Nebraska Teaching or Administrative Certificate. The extent that the alternative program is to be community based or off-site, such alternative programs shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teacher or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student, based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs as determined in the discretion of the Superintendents or the Superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The Superintendent or the Superintendent's designee shall have established a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required as a condition of

such alternative programs being available, to agree in writing to pay the tuition or other similar costs for such programs.

The standards of student behavior or cooperation required of students in the regular programs of this district shall also be required of expelled students, throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by the disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may by action of the Superintendent or Superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available unless waived by the parent or legal guardian.

Upon pre-approval by the Superintendent or Superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded may be equal to one-half of the academic credits a student would earn for completion of a similar educational program as determined in the discretion of the Superintendent or Superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program as determined by the teacher and the Superintendent or Superintendent's designee. The superintendent or Superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement (i.e. grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

Hearing Procedures:

See appendix A page 84.

Procedures for Emergency Exclusion:

A student may be excluded from the District OR1 Schools in the following circumstances by the principal, superintendent of schools or other persons as may be from time-to-time authorized by the superintendent of schools:

1. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or safety of the school community.

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

Such exclusion will be subject to the procedural provisions of short-term suspension, provided that, it the superintendent of schools or his designee determines that such exclusion will extend beyond five school days, the procedures set forth for long-term suspension or expulsion will be followed, and a final determination will be made by the hearing officer within ten school days after the initial date of exclusion.

An emergency exclusion will be based upon a clear factual situation warranting it, and will last no

longer than necessary to avoid the dangers described in (1) and (2) above.

Notices Required:

All notices and recommendations required to be sent to a student or the student's parents or guardians under the Bennet Elementary School guidelines will be considered effectively given if personally delivered to or sent by certified or registered mail to the student or the student's parents or guardian; or when the student or his or her parent or guardian have actual knowledge of the information contained in the notice

If the situation warrants, these consequences may be invoked immediately, regardless of previous steps in the discipline policy.

Dress Code:

No article of dress will be worn which depicts profanity or suggestive inscriptions. Clothing may not advertise any form of tobacco, alcohol, drugs or anything pertaining to them. Also, any attire which has wording or pictures which are vulgar or sexual in interpretation will not be permitted in school or at school activities. See through clothing is unacceptable. Hats, caps, other headgear or sunglasses will not be worn in the building during the school day unless a special dress-up day is proclaimed. Shoes or sandals must be worn at all times. Basically, any article of dress which causes a distraction in the school environment will not be allowed.

During warm weather, students are allowed to wear shorts of a reasonable length. Please make sure, however, that students are dressed appropriately for the weather conditions. We do have recess outside whenever possible. If a student is not dressed appropriately for the weather, they may be required to spend recess in the office. This is not a punishment. We are simply concerned with your child's well-being.

Generally, attire and grooming are left to the good judgment of students and parents/guardians. However, in the event that a student's attire is deemed unacceptable due to inappropriate or suggestive depictions:

1. The student may be asked to turn the garment inside out and not to wear it again, or be requested to wear clothing provided by the school office.
2. If the garment is worn for a second time, the parents will be notified and asked to bring other clothing to school for the child to change into.
3. Any other action deemed appropriate by the principal may be taken.

The principal reserves the right and has the responsibility to decide if a person's style of dress or appearance is in violation of these guidelines or if it is causing a distraction.

Drills – Fire & Tornado:

We are required by law to have at least ten fire drills each year. Teachers visit with students about the importance of these drills and proper procedures. In the event of a fire or fire drill, signal horns will sound.

Students and staff members exiting the south exits and southwest hallway are to go around the south side of the building and to the parking lot south of school. Students going out the north side of the building and the northwest hallway exit are to go around the north side of the building and proceed east of the school. Students and teachers in preschool, art, music, 2nd grade, Life Skills, and kindergarten are to assemble in the parking *lot* south of school. If a student is separated from his/her class, he/she should leave the building using the nearest exit and meet his/her class in a designated area. It is important that students walk calmly and quietly in a single file line and that the last student out of the exit closes the door behind them.

Tornado Procedures. We are also required to have at least two tornado drills per year. The importance of these is also stressed to the students. In the event of a tornado drill or a tornado warning, classes will proceed to the designated shelter areas outlined in our SRP Procedures.

If there is a ***tornado watch*** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a ***tornado warning*** or a ***tornado drill***, an announcement will be made. All students should come in from outside and go to the assigned areas immediately. Once there, they must remain quiet and listen for further instructions from staff members. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Every effort will be made to provide accurate and timely information through the media.

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

Dual Enrollment:

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

Field/Activity Trips:

If the economy permits, field trips are taken from time-to-time. The purpose of these field trips is to broaden the student's educational experiences. Parents will be asked to sign a permission slip before a student can attend. Students may be asked to bring money to pay admission for a field trip. These are usually nominal amounts. Students who become discipline problems on a field trip may not be allowed to attend future field trips. Sometimes, field trips within the communities are planned. If you have ideas for field trips which pertain to the students learning, please contact your child's teacher.

Students involved in any activity away from District OR 1 (athletic contests, field trips, music events, etc.) are required to ride to and from the activity on school-provided transportation when offered. These requirements may be waived, however, under various and extreme circumstances. This may be accomplished by requesting and completing a form available in the principal's offices. This form must then be given to the Elementary Principal at least 24 hours prior to the departure time for the event. The principal will make the final determination of the request based upon the reasons given and what is in the best interest of the individual, sponsor, group and school. Approved requests will then be forwarded to the appropriate activity sponsor.

Parents, guardians or their designee must be present when the student is released from the sponsor or when the student meets the group. If the person is unknown to the sponsor, identification must be shown and the appropriate form signed to pick up the student.

Forms:

A number of forms are required by the school. Some are required by state law, others are primarily for the purpose of updating our files. In some instances, these forms are required before registration. Please

see that the following forms are returned and in your child's file by the end of the first week of school:

Registration Form – New students and kindergartners only or changes must be noted for previously registered students.

Immunization Form – New students, kindergartners and updates for previously registered students (required before your child may enter school).

Birth Certificate – Upon initial entry into our school, must have the raised state seal.

Emergency Card – One must be completed for each student and returned to school.

Physical Form – Students entering kindergarten or moving to our school from a different state.

School Messenger Form – This form is used to help us maintain accurate mailing and other pertinent information.

Grades / Reporting to Parents / Power Grade:

Report cards are sent home four times per year. Parent-Teacher Conferences are held twice per year. We believe that communication is extremely important. Conferences are a time for parents and teachers to ask questions and receive information which will help the students progress at school and at home. There is a limited amount of time for conferences. We ask that you stay within the time allotted to you. If you have not finished with your conference, please arrange another time with the teacher so the schedule can be maintained and others do not have to wait. It is a good idea to bring a list of questions you might have to the conference. Ask your child if there is anything which needs to be discussed.

If, during the course of the school year, you have questions, please do not feel you have to wait until conference time to ask. Please call your child's teacher. Many times, a problem can be rectified if everyone is aware of it at its earliest stages. Following is the grading scale used at Bennet Elementary.

94-100.	**A**
86-93.	**B**
78-85.	**C**
70-77.	**D**
0-69.	**F**
Incomplete.	**I**

If an incomplete is not made up within ten (10) school days after the grade has been issued, it becomes an F. The time limit may be waived or extended with the consent of the principal and the teacher involved for such circumstances as serious illness or a death in the family.

Power Grade Parent Access:
Parents and Guardians of students in grades K- 5 have online access to student grades through PowerSchool. If you would like to sign up for access to your student's grades, please contact the school office.

Head Lice:
Head lice are considered to be a nuisance disease and are not a major public health concern. However, in order to keep infestations to a minimum, adequate screening and treatment measures must be followed. Periodic screening will take place during the school year. The purpose of screening is to identify untreated cases as soon as possible to prevent potential spread of the disease. When an

individual case is identified during the course of the school year, the entire classroom or grade of students will be screened. If parents identify head lice in their children, they should notify the school immediately so screening measures can be enacted.

The following procedure will be followed when a student is identified with Head lice at school.

i. When a student is found to have head lice, he or she shall be excluded from school for treatment. The parent/guardian shall be notified to pick up the student. The student may return to class when the parent/guardian confirms that a treatment method has been utilized and the child has no visible live lice.

ii. The parents/guardians will be given complete and appropriate information on the subject of treatment for head lice. This information will include components on use of an appropriate chemical treatment shampoo, emphasis on nit removal, and guidelines on environmental factors in the house in regards to lose control.

iii. Upon return to the school, the student will report to the school office for a head check. The student will not be allowed to return to class until no live lice are found. During the first occasion of infestation a student will be allowed to return to class with nits. The child will be rechecked in 7-10 days for emergence of hatching or live lice, which if found will result in exclusion and treatment be repeated.

iv. Treatment and return to school should take place within 2 days. If the student has not returned to school within 2 days, the school will make a telephone contact with the parent to inquire about the progress of treatment and encourage that the child returns to school as soon as possible.

Once again, these measures and actions are followed to minimize and control the spread of lice within the school. If you have any questions about these measures or how to treat head lice, please feel free to contact the school.

Immunizations:

Immunizations against the following diseases are required for every child. A summary of school immunization rules and regulations is listed in the chart below.

Summary of the School Immunization Rules and Regulations
For 2024-2025 School Year

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

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

Updated 1/25/2017

Students must show proof of immunization upon enrollment in school**. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.**

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Illness & Injury at School:

Generally, when a student becomes sick at school, they are sent to the office. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

If a student is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, we will make every effort to contact you or someone on your emergency list.

Please do not send your child to school if they appear to be or are sick. Also, students need to be fever, vomiting, diarrhea free with no medication for 24 hours before they can return to school.

Kindergarten Enrollment:
Beginning in the 2013-14 school year, the beginning date for enrollment into kindergarten changed from October 15 to July 31 of the school year in which the child seeks admission. Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (I) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

Lost & Found:

If an item is found which does not belong to you, it can be placed on the shelves in the main entry or brought to the office. We will try to help locate items but cannot be responsible for items which students or others lose. Please add your child's name to coats, backpacks, etc.

District OR-1 Food Service Meal

The following food service prices shall be in effect for the 2024-2025 school year: *Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

Lunch Prices:

- **Students, grades K through 5: $ 2.85**
- **Students, grades 6 through 12: $ 2.95**
- **School employees: $ 4.60**
  (subject to change after July, 2024)
- **Adult Visitors: $ 4.60**
  (subject to change after July 2024)
- **Student Visitors: $ 2.95**

Breakfast Prices:

- **Students, grades K through 5: $ 2.20**
- **Students, grades 6 through 12: $ 2.45**
- **School employees: $ 2.75**
  - **(subject to change after July 2024)**
- **Adult Visitors: $ 2.75**
  (subject to change after July 2024)
- **Student Visitors: $ 2.45**

Beverages:

- **Milk: $ .40**

Payment of Lunch/Breakfast Accounts

Our lunch accounting system is set up so that each family has a single-family account. Parents will be expected to send money to be deposited in this account similar to a bank account. Their child/children in both the elementary school and the Jr.-Sr. High School will be able to spend that money for lunches or ala carte items. Expenditures will be deducted from the balance of the family account. The accounting system records when kids eat and how much was spent. When the account gets low the school will notify parents so that they can maintain a balance in their family account. **If the family account is exhausted, students will be expected to pay for their lunches prior to consumption.**

Meals must always be provided to pre-primary and young primary (K-5) students or for any students who may be unable to take full responsibility for a meal plan.

Breakfast Schedule

Breakfast will start at 7:50 a.m. for Bennet Students who do not ride the bus. Those students who ride the bus will eat at Bennet Elementary once they are dropped off at Bennet. No elementary students will eat at Palmyra High School.

Bennet town students that do not wish to eat breakfast are requested not to arrive at school until 7:50 a.m.

Lunch Schedule

Lunch schedules are as follows:

Kindergarten -	**11:00-11:25**
First Grade -	**11:15-11:40**
Second Grade -	**11:30-11:55**
Third Grade -	**11:45-12:10**
Fourth Grade -	**12:00-12:25**
Fifth Grade -	**12:20-12:45**

Parents are always welcome to attend lunch. Please call before 9:00 a.m. or send a note with your child when you plan to attend lunch with your child. This helps us to prepare additional food, if necessary.

Make-Up Work:

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students **may** receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Medications:

According to Nebraska law schools must have written permission from parents/guardians to administer any type of medication to students. Medication is defined as any over-the-counter or prescription drug to treat medical conditions. This includes, but is not limited to, aspirin, cough drops, antibiotics and the like. Medicine must be in its original container and must be accompanied by a completed medication permission form, saying how much to take, when to take it, the name of the medication, how long the student will be taking the medication and the date. Permission forms are in the back of this handbook. Additional forms are available at the school office. *Prescription medications* and Long-term medications that will require administration on a regular basis must also have a Physicians authorization from completed and on file at the school office. These forms are available in the school office. If the child is taking a prescription drug, ask your pharmacist for an additional empty bottle with the prescription label on it as well. Send only the amount of medicine the child will need at school. Children are NOT allowed to transport medications to or from school for the safety of themselves and other children that could potentially get ahold of the medication(s). A written record of the

administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

Asthma and Allergic Reaction Protocol:

District OR 1 Bennet Elementary has adopted the following Asthma and Allergic Reaction Protocol as required by state law. The protocol is a response that trained school officials will carry out in the case of a severe asthma or allergic reaction (anaphylactic shock) by a student in school. Parents wishing to have their children exempted from receiving this protocol may sign a waiver by contacting the school office (782-3535).

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS) DEFINITION: Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*
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.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:
Chest tightness
Wheezing
Severe shortness of breath
Retractions (chest or neck "sucked in")
Cyanosis (lips and nail beds exhibit a grayish or bluish color)
Change in mental status, such as agitation, anxiety, or lethargy
A hunched-over position
Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
Abdominal: pain, nausea and vomiting, diarrhea
Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:
1. CALL 911
2. Summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:
Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat two times back-to-back, Administer CPR, if indicated

Self-Administration of Medications.

Students may be required to take medication during the school day. Elementary students are NOT allowed to carry or self administer medications. All medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act, including emergency medications.

Money:

If money is sent to school, please make sure it is in an envelope with the student's name on it and a note with it describing what the money's for. Money for hot lunch and cold lunch milk is maintained by the office. The school secretary collects the money each morning. Please clearly mark if it is for lunch, REC, etc. Checks cannot be split into two accounts (Example: Rec and Lunch.)

Other money, such as that for book orders, field trips, etc. is handled by the classroom teacher as well. Again, make sure that the money is in an envelope marked with the child's name and what the money's for.

Multicultural Policy:

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

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

To promote and support multicultural education within Bennet Elementary School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in

an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Newsletters:

Each week, an elementary newsletter will be published. These newsletters will contain helpful tips for parents, news of the elementary and announcements of upcoming events. Newsletters will be sent home via e-mail. If you choose to receive the newsletter in paper form the oldest or only child will have it in their Friday folder. Please watch for these on the last day of the school week. ***The newsletter is also posted weekly on the school website.***

Parent Visitations:

Parents may visit their child's classroom at Bennet Elementary. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

Before going into any classroom or visiting with any student or teacher, please report to the office. In this way, we can limit the number of interruptions to the regular school day.

Physical Examination:

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

Preschool Program:

Bennet offers an accredited preschool for 3-4 year-old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. The morning sessions run from 8:00 – 11:30 a.m and the afternoon session runs from 12:00 – 3:30 p.m. We also offer a full day four year old program from 8:00-3:30 Monday-Thursday. If you are interested in having your 3-4-year-old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list.

Programs & Services:

District OR-1 has many programs to help students both academically and socially.

Title I – The Title I program offers additional help to those students who are having difficulty in math or reading and who meet certain qualifications. This program, at this time, is only available to first through sixth grades.

Art – Students meet once a week with the art teacher.. Basic art skills, knowledge and projects are taught in these classes.

Computer – Students meet weekly with our computer teacher. Starting in third grade students receive instruction in keyboarding, which continues through the fifth grade.

Resource/Special Education – We have a resource/special education program available for those students who have learning difficulties. In order for students to receive help, they must qualify under state guidelines. Any one interested may obtain a copy of the District OR-1 Special Education Program by contacting a building administrator. We have three full-time teachers in this program.

Physical Education – Students attend P.E. class once per week. Basic physical skills, sportsmanship and fundamentals of games are emphasized in these classes.

Music – Students meet once a week for vocal music instruction. Fifth grade students have the opportunity to participate in band. Individuals, small and large groups meet to learn to play instruments and to practice their musical skills. The instrumental program is a voluntary program.

Library – Students attend library class once per week. Skills such as internet research, reference work, understanding the Dewey Decimal System and the like are taught to the students in the upper grades.

Counselor - Students may be referred to the counselor by themselves, teachers and/or parents. If you wish to see a counselor, stop by the office and make arrangements for an appointment.

School Psychologist – Our school psychologist does psychological testing and assists us in special education identification with students who have academic or social concerns.

Health Services – We are fortunate to have an on site school nurse. During the first and second semester, the nurses conduct a health screening for vision, hearing, dental defects, height and weight. If you have questions please contact the school nurse.

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

We also have the resources of the Lancaster County Health Department at our disposal. They are available as resources to us throughout the year.

Speech/Language – Our Speech/Language Pathologist works with students who have difficulty with speech articulation and language. In order for students to receive help, they must qualify under state guidelines.

Promotion & Retention:

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Recess/Playground Rules:

Recesses are provided for students. It is our philosophy that recess gives students a chance to have a break from classroom work. However, we believe it is still a learning experience for students. This is a time when students learn appropriate social behavior. They learn to share, be considerate of others, play fairly and develop friendships. There are times when students may not participate in recess activities. Examples would be to finish classroom work or to meet with faculty to discuss behavior. It should be noted that students are always supervised.

Following are rules developed to maintain safe conditions for students while playing on the playground or in the gym:

1. Teachers should send a note giving permission for students to be gone from the duty area before and after school. (Finish work, band lesson, discipline, etc.)

2. Only basic use of equipment is allowed (only go up ladders, go feet first down the slides, do not jump off the slide or slide down the support poles, etc.).

3. All students are not to be on top of the tubes and jungle gyms.

4. Do not swing around the bottom of the support poles on the slides and swing sets.

5. No ball tag.

6. Students need permission to leave the playground area. (go to the restroom, get a drink, get equipment from a cage or retrieve balls that go off of the playground.)

7. Sit on swings and swing straight. Do not jump out of the swings. Do not play Chicken or Double swing.

8. Do not throw or kick gravel dirt or rubber mulch.

9. Do not play on the steps or slide down the rails.

10. The neighbor's properties are off limits. This includes their fences and lawns.

11. Touch football only (no tackling.)

12. Do not climb on the fence.
13. There should be no running on the bleachers.
14. Balls are not to be kicked in the gym.
15. No football games are allowed in the gym.
16. Balls, electronic games etc. brought from home, may not be used during recess or bus duty. The school will not be responsible if they are lost or damaged. No cell phones are allowed on the playground, at bus duty or in the gym.

We have to consider the safety and well being of all students on the playground and in the gym. Various disciplinary actions may take place if the above rules are not observed and followed.

Generally, by using good judgment while on the playground, students can have fun and still be safe. By following these rules, you will be helping to keep the playground and gym safe places to play.

Return to Learn:

District OR1 school staff and coaches will follow all applicable state laws and District OR-1 School Board policies on concussions. See concussion policy.

School Day Schedule:

Although the individual classroom teachers will develop a schedule specific to their classroom and reflecting the special programs in which their students are involved, the school-wide schedule is printed here for your benefit. If you wish to contact a staff member, the best times to do so are between 8:00-8:15 a.m. or 3:30-4:00 p.m. Please refer to the following schedule if you have questions concerning the school day:

7:00 AM	Custodian on duty
7:00 AM	Before and After School Program Opens
7:30 AM	Secretary on duty
7:40 AM	Bennet Bus students arrive
7:45 AM	Faculty supervision begins of bus duty only
8:00 AM	Faculty arrives
	Students who do not ride the bus or use the before school program arrive
8:20 AM	School day begins
8:25 AM	Tardy Bell Rings and Classes begin
11:00 AM-1:00 PM	Lunch (times vary from class
3:20 PM	Dismissal
3:20 PM	Before and After School Program Begins
3:15 PM	Buses leave for PHS
4:00 PM	Bennet bus students depart on the bus
4:00 PM	Faculty departs
5:30 PM	Before and After School Program Closes

Bennet Bus students will play in the gym or outside if weather permits. When students arrive in the gym, the following procedures should be observed:

1. Students go from the buses directly to the cafeteria and wait for directions on where bus duty will be held. Once the decision for bus duty has been made and bus duty supervisors are present, the students will proceed to bus duty.

2. Students will be allowed to enter the building to get equipment or help from other teachers after they have secured permission from the teacher on duty.

3. Instruments and lunch containers should stay in the gym or on the playground until students are dismissed to their classes.

Bennet bus students will play in the gym or outside after school from 3:20-3:55 before being picked up by the buses.

End of School Day: Our regular school day ends at 3:20 p.m. Make-up work, special help, assignments after school, meetings, bus duty supervision, and other school activities begin at 3:20 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

SCHOOL WELLNESS POLICY:

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways

that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Smoke-Free Environment:

The use of tobacco (including electronic nicotine delivery systems) products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including electronic nicotine delivery systems, cigars, and chewing tobacco), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Student Activity Fees:

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or no specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

Student Fee Fund:

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

Appendix "1" to 2024-2025 Student Fees Policy of District OR-1 Public Schools

Additional Specification of Required Materials and Fees[1]

Elementary Program (Pre-school – 5th grade)	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum)[2] or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	ChromeBooks	$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost up to $10.00 per student based on the grade specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer Enrichment	Classes offered during the Summer during the month of June	$75 per class.

[1] *This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.*

[2] *Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.*

End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--$2.20 Lunch (Grades K-5)--$2.85 Milk (Grades K-5)--$ .40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		$4.50 per hour
Preschool per month		$150.00 per month (Half Day) $300.00 per month (Full Day) Due on the 1st of every month.

\

Secondary Program Grades 6-12	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

School Meals		Breakfast (Grades 6-12)--$2.45 Lunch (Grades 6-12)--$2.95 Milk (Grades 6-12)--$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	$6.00 per event maximum. Students may purchase an Activity Ticket for $40.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed $20.00 per event. Senior Citizen pass: $5.00 per person per school year
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.

<table>
<tr><td>3. Equipment and Attire</td><td>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</td><td>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:
<table>
<tr><td>Basketball</td><td>No additional costs</td></tr>
<tr><td>Football</td><td>Mouthpiece</td></tr>
<tr><td>Golf</td><td>Golf bag & clubs</td></tr>
<tr><td>Speech</td><td>Dress attire; copies of research</td></tr>
<tr><td>Track</td><td>No additional costs</td></tr>
<tr><td>Volleyball</td><td>Volleyball knee pads</td></tr>
<tr><td>Wrestling</td><td>Wrestling headgear</td></tr>
<tr><td>Cheerleading and Flag Team Squads</td><td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td></tr>
</table></td></tr>
<tr><td>4. Travel meals</td><td>Meals</td><td>Students are responsible for their own meals while traveling.</td></tr>
<tr><td>5. Locker use</td><td>Padlock for locker</td><td>$5.00 fee if damaged or not returned at the end of the year.</td></tr>
<tr><td>6. Camps and clinics</td><td>Registration and other costs of camps or clinics</td><td>Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</td></tr>
<tr><td>7. Athletic Clubs</td><td>Letterman's club and other clubs supporting the athletic program</td><td>Currently no dues are required. Annual dues not to exceed $25.00 per club.</td></tr>
</table>

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00. For High School Band Students a $10.00 uniform cleaning fee is requested. For Junior High Band Students, a $10.00 uniform cleaning fee is requested. For High School Vocal students a $10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed $50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $50.00 per club.
Dance Team	Uniforms	Uniforms range up to $250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to $1,000.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc. Starting in 7th grade and through their junior year,	Up to $20.00 per event This will eliminate the need for class

Prom Fee 7-12	each student will pay a $15 fee that will go towards their senior prom.	fundraising and ensure that funds are available for the cost of the facility rental, decorations, DJ and snack food. Additional leftover money from the prom fees will go towards the costs of cap and gown. Graduating classes of 2025, 2026 and 2027 will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th grade year. Graduating classes of 2028 and beyond should have enough money from fees to cover prom expenses.
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events etc.	For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a $10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be $2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Student Fee Waiver:

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year-to-year and must be completed annually. Student Fee Waiver Applications are available in the Principal’s Office at both schools.

Additional Specification of Fees Which May Be Charged and Materials Which May be Required Pursuant to the Student Fee Policy:

Student Questioning/Apprehension by Legal Authorities:

Students may be questioned in private and with full confidentiality by a police officer or sheriff's department personnel at school only in the presence of the principal or a designated staff member. This opportunity applies to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parents or guardian of the student questioned will be informed of the substance of the interview as soon as possible by Bennet Elementary personnel or Legal Authorities.

If a principal or his designee releases a minor student to a police officer, the principal or the principal's designee will take immediate steps to notify the parent, guardian or responsible relative of the minor, except when the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or the principal's designee will provide the police officer with the address and telephone number of the minor's parent or guardian.

The principal of a school or the principal's designee shall notify the appropriate law enforcement authorities as soon as possible after learning of a known or suspected violation of the Nebraska Criminal Code.

Student Searches:

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

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

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

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

- Drug or alcohol tests may be conducted on students based on reasonable suspicion.

- Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

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

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

Telephone Use:

Office phones are for school business only. School business includes calling parents when sick, procuring speakers for classes or organizations, obtaining information at the direction of an instructor, calling home for items the student has forgotten if the item is deemed absolutely necessary by school personnel, or in the case of an emergency.

School officials shall have the authority to deviate from the above guidelines should situations arise that are not covered in the regulations.

Students will not be allowed to use the phone to make after school plans to go home with another student or to have another student come home with them.

If you call for a student, we will ask to take a message. We prefer not calling students from class for telephone calls, but will give them a message and allow them to return your call during recess or lunch. If it is an emergency, please let us know and we will get the message to the student immediately or call the student to the office to speak to you.

Testing:

We administer Measurements of Academic Progress (MAPS) to students in kindergarten through fifth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes.
Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, or principal.

Students in grades 3-5 will also take part in State Mandated NSCAS Assessments during the spring.

Video Surveillance:

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

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

Recording of Others:

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

Vandalism:

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of that property and all costs shall be paid by the offender. Bennet Elementary will also refer the student to the principal or his designee for disciplinary action. If the principal or his designee determines that the student willfully or maliciously destroyed school property, the student may be referred to juvenile authorities.

Visitors:

All visitors must report to the office, upon entering the east entrance, to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Student visitors from other schools are discouraged. Although we would welcome them at lunchtime, visitors in the classroom tend to cause undue distractions and disruptions. If you would like to discuss a special student visitor with the principal, please feel free to call.

Weapons:

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another is strictly prohibited. Offenses involving weapons are punishable by an automatic expulsion from school for up to a full school year.

See Article 11.

Weather and School Cancellations:

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. **Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.**

Decision to Close Schools:

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

After School Starts:

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

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

State and Federal Programs

Section 1 Notice of Nondiscrimination:
Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Palmyra High School, and all others who interact with Palmyra High School are hereby notified that Palmyra District OR1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hart, Superintendent, Palmyra District OR1, 425 F Street, Palmyra, NE 68418-0130, (402) 780-5327.

For Further information on notice of non-discrimination, you may contact the Office for Civil Rights,

U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by telephone at (816) 268-0550, TDD (800) 437-0833.

Section 2 Designation of Coordinator(s):
Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: High School Principal, Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

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

Section 3 Anti-discrimination & Harassment Policy:

A. <u>Elimination of Discrimination</u>.

The policy of District OR-1 Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

District OR-1 Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of District OR-1 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. <u>Preventing Harassment and Discrimination of Employees and Students</u>.

1. **<u>Purpose</u>**: District OR-1 Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment

of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

   Sexual harassment may exist when:

   (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

   (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

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

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

2. **<u>Procedures</u>**:

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:
The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions

regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

Section 5 Notification of Rights Under FERPA:

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

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

   Kathleen Styles, Office of the Chief Privacy Officer
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202

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

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.
The District may disclose information about former students without meeting the conditions in this section.

Section 6 Notice Concerning Disclosure of Student Recruiting Information:
The No Child Left Behind Act of 2001 requires Palmyra High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Palmyra High School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Palmyra High School will comply with any such request.

Section 7 Notice Concerning Staff Qualifications:
Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bennet Elementary will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bennet Elementary will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 8 Student Privacy Protection Policy:
It is the policy of Palmyra High School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

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

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

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Section 9 Parental Involvement Policies:

A. General - Parental/Community Involvement in Schools:

District OR 1 School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Palmyra High School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

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

B. Title I Parental Involvement Policy:

District OR 1 has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of District OR 1 to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of District OR 1 that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

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

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

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

levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

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

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the

District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents;

(10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

Section 10 Homeless Students Policy:

A. General Policy Statement
The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions
"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human

beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

"Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest,
2. except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.
   To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.
2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The

LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:

    a. Are enrolled in school which includes attending classes and participating fully in school activities;
    b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
    c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
    d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. <u>Dispute Resolution</u>

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. <u>Appeals</u>: Any parent, guardian or other person having legal or actual charge of a

homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Section 11 Pregnant and Parenting Students

This District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation
The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care
If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality
Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations
Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment
Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

NONDISCRIMINATION STATEMENT

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities

who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Article 11 Student Rights, Conduct, Rules and Regulations

Student Conduct and Discipline Policies: The common goal of students, parents, faculty and administration of District OR 1 School is to maintain a school atmosphere conducive to learning. In order to achieve this, Bennet Elementary School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF DISTRICTOR1'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY A CTION.

Part 1 Forms of School Discipline

Short Term Suspension:
Students may be excluded by the Principal or his designee from school or any school function for a perio d of up to five school days (short term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,

2. Other violations of rules and standards of behavior adopted by the District OR-1 Board of Education or the administrative or teaching staff of the school, which occur on or off school

grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

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

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long Term Suspension:

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

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in al schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester,
or (b) within ten school days prior to the end of the second semester, in which case the expulsion 29 shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial

expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

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

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

Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the

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

Part 2 Student Conduct:

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending District OR-1 all students are expected to refrain from the following conduct.

Grounds for Short Term Suspension, Long Term Suspension, Expulsion or Mandatory Reassignment:

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

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

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

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as Tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

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

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
e. For personal safety or security devices, the student abides by the requirements set forth above.

19. Student Appearance Policy:

Students at District OR 1 are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing or jewelry that is gang related;

b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);

c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;

d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay";

e. Head wear including hats, caps, bandannas, and scarves;

f. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.
The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes.

Continual violations of the dress code will result in disciplinary actions under the Student Code of

Conduct above. Further, in the event the dress code violation is determined to also violate other student c onduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

20. Harassment and Bullying Policy:
It is the policy of Palmyra High School that "bullying" type behavior is not to be permitted. These

guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth on Page 56 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

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

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

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

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

<u>Harassment and Bullying Program Levels:</u>
Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

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

    a. The length of the assignment will be for a minimum of two weeks.

    b. The student will report to the office no later than 8:00 a.m. each morning.

    c. The student will eat on campus at an assigned table or area.

    d. The student will report to an assigned room at the end of the day, and remain until dismissed. This will allow all other students to leave the school grounds in safety.

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

    a. The length of the assignment will be for a minimum of two weeks.

b. The student will report to the office no later than 8:00 a.m. the morning.

c. The student will eat on campus at an assigned table.

d. The student will report to an assigned room at the end of the day, and remain until dismissed.

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

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

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

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

21. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

a. 1st Offense: Student will be confronted and directed to cease.

b.2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.

d. If this type of behavior continues, the student could face long term suspension or expulsion.

22. Specific Rule Items:

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

a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.

b. Students in the hallway during class time must have a pass/assignment book with them.

c. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.

d. Students are expected to bring all books and necessary materials to class. This includes study halls.

e. Assignments for all classes are due as assigned by the teacher.

f. Students are not to operate the mini blinds or the windows.

g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until

the dismissal bell has rung or the teacher has dismissed the class.

h. Students are to be in their seats and ready for class on the tardy bell.

i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.

j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

k. Snow handling is prohibited.

23. Dating Violence Prevention

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

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

24. Staff Conduct With Students

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct:

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;

- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involv ement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands.
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.
- Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.
- Staff violations of this policy may result in disciplinary action up to and including dismissal.
- Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.
- This policy shall be included in future employee, student and volunteer handbooks.

25. Network, Emails, Internet and Other Computer Use Rules:

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act
in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the
network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to
all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals.

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non instructional or nonadministrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
Such software is often called a bug, virus, worm, Trojan horse, or similar name. (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd,
tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating
this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and

the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(x) The network administrators or teachers may establish other rules from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, nonrenewal or cancellation of the contract of administrators, teachers, or other school employees.

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

Part 3 Reporting Student Law Violations:

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

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

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

Part 4 Due Process Procedure

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence suppor ting the alleged violation with the Superintendent or his or her designee.

2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long term suspension,

expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.

3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long term suspension or expulsion. Said notice shall include the following

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

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

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

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

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

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

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

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer. Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the

consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the District OR1 Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed.

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

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

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

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

Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the

sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

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

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

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

Special Education Policies

District OR 1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

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

Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

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

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

2. **Full Educational Opportunity Goal**

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

Legal Reference: 92 NAC 51-004.11A

3. **Child Find**

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

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. **Pre-Referral Interventions**

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

Legal Reference: 92 NAC 51-006.01B

5. **Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be

provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

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

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

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

Legal Reference: 92 NAC 51-007

7. **Least Restrictive Environment**

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

Legal Reference: 92 NAC 51-008.01 through 008.011

8. **Procedural Safeguards**

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

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

9. **Evaluation and Identification Procedures**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions

related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. **Confidentiality of Personally Identifiable Information**

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

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

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

Legal Reference: 92 NAC 51-006

11. **Confidentiality of Personally Identifiable Information**

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

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

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

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

Legal Reference: 92 NAC 52-008

13. **Children in Nonpublic Schools**

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

Legal Reference: 92 NAC 51-012.08 and 015

14. **Personnel Standards and Personnel Development**

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

Legal Reference: 92 NAC 51-010

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

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

Legal Reference: 92 NAC 51-004.05

16. **Suspension and Expulsion Rates**

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

Legal Reference: 92 NAC 51-004.06E

17. **Access to Instructional Materials**

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

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

Legal Reference: 92 NAC 51-004.15

18. **Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19. **Prohibition on Mandatory Medication**

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

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

20. **Transportation**

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

Legal Reference: 92 NAC 51-014.01 through 014.02

21. **Surrogates**

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

Legal Reference: 92 NAC 51-009.10

22. Early Intervention Services – Consent

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

Legal Reference: 92 NAC 52

District OR-1

Palmyra Junior-Senior High School--Bennet Elementary
402-780-5327 www.districtor1.org

Michael Hart
Superintendent

Heath Johnson
Secondary Principal

Linde Walter
Elementary Principal

Aaron Hoeft
Activities Director

Administration of Medication to Students

Parent/Guardian Request for Administration of Medication by School Personnel

It is the policy of District OR1 Public Schools to administer to students only medication(s) provided by parents/guardians. This medicine should be sent in the original container labeled with the student's name and the correct dosage to be administered. Medications that are expired will not be given to students. All medications must be transported to and from school by the parent/guardian, not the student. In addition, the school and/or its personnel will NOT be held liable if the student has a reaction or any ill effects from the medication.

Date: _____

Student's Name: _____

Medication: _____

Amount to be given: _____

Time to be given: _____

Starting date: _____ Ending date: _____

Special instructions: _____

_____

_____

Parent/Guardian Name Printed

_____

Parent/Guardian Signature

District OR-1

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools 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 Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____Date: _____

PARENT'S AGREEMENT

In order to make sure that all members of Palmyra District OR-1 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 Palmyra District OR-1. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) 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 Palmyra District OR-1 responsible for materials acquired or sent via the network.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____Date: _____

Your son/daughter is to return this form to the office by **Friday, August 16th.**

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

Parent/Guardian Receipt Form

After reading this handbook, please complete this form, detach it and return it to the school **no later than Friday, August 16th.**

We have read and reviewed this handbook and the transportation code of conduct included with our child(ren) and understand its contents

Student (s) _____

_____

_____

_____

Parent/Guardian Signature Date

_____ _____

Little Panthers Preschool Handbook

2025-2026

Little Panthers Preschool
Bennet Elementary
50 Dogwood Street
Bennet, NE 68317

402-782-3535

www.districtor1.org

Little Panthers Preschool Handbook
2025-2026

The Little Panthers Preschool is part of District OR-1 Public School. All policies set forth by the District OR-1 Board of Education in the District's Parent Handbook are in effect for Preschool.

The additional guidelines set forth in this Preschool Handbook are solely for Little Panthers Preschool and address issues that only pertain to preschool students.

Preschool Staff

Mr. Jared Haag	Principal
Miss Taylor Black	Preschool Teacher
Miss Brittany Eisenhauer	Preschool Teacher
Mrs. Casandra Hohensee	Preschool Teacher
Mrs. Amy Buchanan	Speech/Language Pathologist
Mrs. Emily Buddenberg	Speech/Language Pathologist
Mrs. Jiree Wilson	Speech/Language Pathologist

Table Of Contents

Preschool Staff	2
Our Philosophy	4
Our Values and Goals	4
Curriculum	5
Enrollment Policy	6
Preschool Time Information	7
Home Visits	7
Fee Payment Information	8
Teacher Contact	9
Meals	9
Birthday Treats and Special Snacks	9
Drop off and Pick Up Procedure	9
Bus Transportation	11
Field Trips	11
Clothing	12
Bathrooming	12
Outdoor Learning and Play	12
Pictures and Video	12
Weather Related Information and Cancellations	13
Immunizations	14
Asthma/Anaphylaxis Protocol	14
When Should You Keep Your Child Home?	14

Little Panther Preschool

Our Philosophy

District OR-1 Public Schools, the parent district of Little Panthers Preschool, acknowledges and respects the uniqueness of each child. We also support the belief that a child's strong sense of self esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences.

Our overall ambition for the children enrolled in Little Panthers Preschool include:

- Children will develop a strong sense of self-confidence and self-esteem.
- Learning experiences with focus on the development of the whole child with emphasis on social/emotional skills and fostering a growing sense of independence.

Our Values and Goals

- Maintain a SAFE, supportive and stimulating environment
- Facilitate learning through PLAY as play is a child's work!
- Respect children's uniqueness; recognize and celebrate individual differences
- Create a trusting and predictable environment
- Emphasis on the "process" rather than the "product"
- Use of positive language
- Modeling of empathy and compassion
- Encourage children to take risks so they can experience new successes
- Help children learn to make choices and develop responsibility for those choices
- Provide a "child-centered program" which comes from a blend of the interests of the children together with a successfully planned and organized facility and the use of our curriculum
- Continually cultivate our curriculum, which is updated and revised to ensure a variety of developmentally appropriate experiences for children

Curriculum

Teaching Strategies GOLD

We will be using the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning are the heart of Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. Teaching Strategies GOLD is a seamless research-based system proven to be reliable and valid for teaching and assessing children. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program, Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Get Set For School - Handwriting Without Tears

Get Set For school is a complete, developmentally appropriate Pre-K program that is expert-backed, research-based, and proven to be a success. This program helps children meet important early learning standards through purposeful play and multisensory activities. Get Set for School brings Pre-K to life through active, cross-curricular lessons, specially-designed manipulatives that challenge children's fine and gross motor skills, and developmentally appropriate technology.

Center Based Classroom Approach

Little Panthers Preschool uses a Center Based Classroom approach to implement our curriculum and foster learning that has two important features. 1.) A distinct organizational structure, and 2.) a focus on specific interest areas in the classroom. These eleven interest areas provide the detailed content in the organizational structure and together they both ensure our preschool is meeting the curricular and developmental needs of all our students. The eleven areas are:

1. **Blocks:** props to accompany block play like cars, animals, people, signs, etc.
2. **Dramatic Play:** puppets, props, clothing for careers, housekeeping, tools, etc.
3. **Toys & Games:** classifying, colors, numbers, letters, patterns, counting
4. **Art:** drawing, painting, gluing, cutting, all mediums, group and individual art
5. **Library:** books in all areas, a writing center, a listening center, read aloud
6. **Discovery** science, indoors & outdoors, classroom pets, life sciences, etc.
7. **Sand & Water Play:** indoors and outdoors
8. **Music & Movement:** instruments, online resources, singing, dancing, exercise
9. **Cooking:** preparing snacks, cooking to go with units of study, baking
10. **Technology:** online resources to extend units of study, use of computers
11. **Outdoor Play:** riding toys, climbing, building, bird and squirrel feeding, games

Enrollment Policy

Our enrollment procedure used to determine the preschool class list is based on the following list of criteria in order of priority:

1. *Resident three and four-year-old students with disabilities currently receiving IEP services.*
2. *Resident students who are or will turn four prior to or on July 31st (oldest to youngest by birth month/day/year).*
3. *Resident students who are or will turn three prior to or on July 31st (oldest to youngest by birth month/day/year).*
4. *Resident Kindergarten age-eligible* children who will be five or have had little or no preschool experience and/or other extreme extenuating circumstances.*
5. *If there are still open spots, non-district students will be chosen based on the criteria listed above.*

We do wish we could enroll every child, but being filled to capacity with a waiting list tells us there is certainly a need within the district for the youngest members of our student population. A quality early childhood program keeps the teacher/pupil ratio low and matches enrollment to the physical size of the facility. Those two factors are also a limiting factor in our enrollment numbers and have to be taken into account. These factors also impact AM/PM preferences.

Preschool Time Information

4 Year Old Full Day Preschool Session- 8:00-3:30 Monday-Thursday
No preschool classes on Fridays.

The Little Panthers Full Day session will follow the calendar of District OR-1, Palmyra and Bennet Schools. If not, it will be indicated on the preschool calendar or in a letter sent home to preschool parents. **4 year old full day preschool will be in session until 1:00 pm on early dismissal days.**

3 and 4 year old part day

Morning Preschool Session	Afternoon Preschool Session
8:00-11:30 Monday-Thursday	12:00-3:30 Monday-Thursday

No preschool classes on Fridays.

The Little Panthers Preschool will follow the calendar of District OR-1, Palmyra and Bennet Schools. If not, it will be indicated on the preschool calendar or in a letter sent home to preschool parents. **Part day preschool sessions are not in session during half days for Elementary.**

Home Visits

Home visits are scheduled prior to the beginning of the school year. You will be asked to schedule other home visits and/or conferences during the school year. These visits are required by the Nebraska Department of Education and have been a wonderful way to begin building that school-home partnership. Families of Little Panthers Preschool will participate in at least two home visits and one parent-teacher conference each school year.

Fee Payment Information

Little Panthers preschool adheres to the Rule 11 guidelines put forth by the Nebraska Department of Education and works in cooperation with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student.

If a child does not meet one of the five criteria listed below, there is a $150 per month fee for part day preschool. During the months of August, December, and May the fee is $50.

Pay for the entire year is due by August 29th, 2025 in the amount of $1100.00, your August and May are FREE! Savings of $100.00.

If a 4 year old who attends the full day session and does not meet one of the five criteria listed below, there is a $300 per month fee for full day preschool.

Pay for the whole year is due by August 29th, 2025 in the amount of $2700.00, your May month is FREE! Savings of $300.00.

All Payments need to be made out to District OR-1 and given to the Elementary secretary by the first of every month.

Students who meet one of the following criteria will not be charged a monthly fee:

- Children identified with a disability and who are receiving early childhood services.
- Children whose family income qualifies them for participation in the federal free and reduced lunch program.
- Children who reside in a home where English is not the primary language for communication.
- Children of parents that are younger than eighteen or have not completed high school.
- Children who were born prematurely or at low birth weight as verified by a physician.

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary and central offices. Questions about this program should be directed to Lisa Phillips at 780-5327, ext: 2007.

Questions regarding children who meet criteria for not being charged a monthly fee need to be directed to Linde Walter at 780-5327, ext: 3012.

Teacher Contact

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, an email, classroom app, or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns about a situation, etc. Please don't hesitate to let your child's teacher know of any concerns, questions, or confusion over anything. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

A classroom calendar and newsletter will be sent home for each month with the days the preschool is not in session clearly marked. This newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. Please watch for the newsletter in your child's backpack.

Students who are the oldest or only child in their family will also receive a Bennet Elementary newsletter each week. District information is also available on the school website www.districtor1.org.

Meals

Preschoolers receive breakfast and a snack in the morning session or lunch and a snack during the afternoon session. Breakfast and lunch are included in the full day preschool program. This cost is included in the monthly fee. We serve our meals "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves food, pass the dish to the classmate sitting next to them and pour their own beverage from a child-sized pitcher. During meal and snack time, preschoolers will have the opportunity to visit with their friends and teachers while also practicing table manners and language skills.

Do not send a meal from home with your child. A meal from home would keep your child from participating in the meal experience. Special accommodations can be made only for students who are on a special diet. If this is the case, you will need to discuss this with your child's teacher.

- Please inform your child's teacher of any food allergies and/or on the student enrollment form.

Birthday Treats and Special Snacks

We will celebrate student birthdays during snack time at preschool. If you would like to send birthday treats to school to celebrate your child's birthday, please let the teacher know in advance. Birthday treats need to be store bought with the ingredients clearly labeled. Families may volunteer to bring a snack for the class during a special party such as Halloween, Christmas, and Valentine's Day. These special snacks also need to be store bought with the ingredients clearly labeled.

Drop off and Pick Up Procedure

Preschool parents are expected to come to the exterior door of the school building each time they drop off and pick up their child. Preschool students are not allowed to walk through the parking lot or bus lane without an adult.

The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility. If your child is having trouble separating from you, signal the teacher and let them take care of it. A quick "good-bye" and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.

Each half day session is 3½ hours long. Prompt arrival and pick-up is important to helping us stay on schedule and also for helping your child settle into the daily routine. **Do not arrive before 8:00 or 12:00**. Arriving promptly for pick-up time is very important, especially for the morning session. There is only 30 minutes between the sessions and the teacher will need this time to set up for the afternoon class. **If you arrive after 8:10 or 12:10, please check in at the office before bringing your child to the classroom.**

If your child is going to be absent, please call the Elementary office at 782-3535 or notify the classroom teacher.

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from you with permission. If the staff does not know the person, he or she will be asked to show identification. **Please notify your child's teacher if there will be any changes made to your child's daily drop-off or pick-up routine.**

Bus Transportation

The district provides limited bus services to Bennet, Palmyra and Douglas daycares, and Palmyra High School. These locations are pre-arranged. If you have questions regarding transportation from a daycare or Palmyra High School please call Cathy Fick at 402-540-2879.

At the High School, it will be the parents' responsibility to wait with their child to be picked up. It is also the parents responsibility to be there when the bus arrives to drop off their child.

There will be two adults on the preschool bus at all times, the driver and a supervisor. The bus will have a detailed list of all the students riding, locations of drop off and pick up and parent or babysitter contact information.

The students riding the bus will be using specialized built in booster seats at all times. In compliance with the district policy regarding bus riding and bus behavior, it is important that the students riding the bus are safe. Therefore, if a student is not able to adhere to the safety standards and rules and if that student becomes a distraction for the driver, or is a danger to the other students, parents will be notified and they will need to make other arrangements for their preschool student's transportation.

Field Trips

We will try to take the preschool students on field trips during the school year. If so, a slip with trip information will be sent home in advance. The purpose of these field trips is to broaden the students' educational experiences. Occasionally, students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Little Panthers Preschool that no younger siblings accompany the parent on a field trip. Your help with the preschool students is needed.

Clothing

Your child will spend a great deal of each day on the floor inside, playing outside, and just being very active. Please dress your child for this type of activity each day. Please label all your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. We will play outside each day unless there is precipitation falling, or the temperature is dangerously cold. Your child will need snow boots, shoes to change back into, warm clothing, hats, and mittens when winter arrives. We ask that you send some type of jacket each day in the fall and spring so your child is prepared for outside time.

Bathrooming

Your child must be toilet trained when they begin class. Pull-up pants are not appropriate. The only exception is if a child is receiving district services with an IEP/504 and has been communicated to preschool staff. We know accidents happen. Your child will NOT be made to feel bad if he/she has an accident; a staff member will handle it in a matter of fact fashion. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home.

Outdoor Learning and Play

With our wonderful outdoor classroom, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless there is active precipitation or an uncomfortable wind chill factor.

We encourage you to apply sunscreen in the warmer months. Please do this before your child comes to school. Students will be encouraged to drink plenty of water during warm weather.

Pictures and Video

Pictures and video of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper.

There is a permission form allowing your child's picture to be taken and to be used as a part of an article either online, in the local paper, or within the classroom for class books and other activities. Please return this form to your child's teacher with the rest of the enrollment paperwork.

Weather Related Information and Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances. **If inclement weather forces an early dismissal, afternoon half day preschool will not take place. If inclement weather forces a late start, morning preschool will not take place. Full day four year olds will begin at 10:00 on late start days.**

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

Immunizations

State laws require that students ages 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunizations prior to attending:

- 4 does of Dtap, DTP, or DT vaccine,
- 3 does of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary school office.

Asthma/Anaphylaxis Protocol

Information on this topic is available if your child has been diagnosed with one or both of these conditions. Please inquire with your child's teacher or elementary office if this applies to your child.

When Should You Keep Your Child Home?

Please do not send your child to school if they appear to be sick. Please do not send your child to school for 24 hours after he/she has had a fever. If they return to school too soon, they may still be contagious, and their defenses will be down. Keep students home if they have any of the following:

- Temperature greater than 100 degrees F
- Vomiting and/or diarrhea
- Unexplained rashes
- Discharge from eyes and/or ears or severe nasal drainage
- Sore throat and/or severe cough
- Head lice

In the case of a contagious disease, please contact the school. If your child contracts, any of the following notification is necessary: strep throat, influenza, COVID, or any easily transmitted childhood sickness. If your child is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, you will be called. If your child is well enough to return to school, he or she is well enough to participate in all activities-indoors and outdoors.

DISTRICT OR-1 LITTLE PANTHERS PRESCHOOL CALENDAR 2025-2026

August 2025

SU	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 2025

SU	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 2025

SU	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 2025

SU	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 2025

SU	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			

August 2025

4-8-Aug	Faculty Inservice-8:00-4:00
11-Aug	First Day of School for K-12 students
12-Aug	First Day of Preschool

September 2025

1-Sep	No School: Labor Day
24-Sep	No Preschool: Conferences
25-Sep	No Preschool: Conferences

October 2025

8-Oct	No School: Teacher In-Service
10-Oct	End of First Quarter
16-Oct	No School: Teacher In-Service

November 2025

18-Nov	No School: Teacher In-Service
26-Nov	No School: Thanksgiving Break
27-Nov	No School: Thanksgiving Break

December 2025

19-Dec	End of Second Quarter
22-31-Dec	Winter Vacation

January 2026

1-5-Jan	Winter Vacation
5-Jan	No School: Teacher In-Service
6-Jan	Preschool Resumes
19-Jan	No School: Martin Luther King Day

February 2026

11-Feb	No Preschool: Conferences
12-Feb	No Preschool: Conferences
13-16-Feb	No School: Winter Break

March 2026

12-Mar	No School: Teacher In-Service

April 2026

2-6-Apr	No School: Easter Break
14-Apr	No School: Teacher In-Service

May 2026

14-May	Preschool Last Day

Notes: There is no half day preschool on K-5 early dismissal days

Board approved: 7/14/2025

January 2026

SU	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 2026

SU	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

March 2026

SU	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 2026

SU	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 2026

SU	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						

Teacher Work Days
No School
Parent Teacher Conferences
Preschool 1st & Last days

Palmyra High School Student Handbook 2025-2026 School Year
Updated: July 14.2025

Foreword

Members of the Board of Education:

Jaimi Calfee
Dean Busch
Tim Cheney
Brandon Desh
Dee Moore
Joshua Penterman

Jr/Sr High School Administration:

Mr. Michael Hart	Superintendent
Mr. Heath Johnson	Principal
Mr. Aaron Hoeft	Activities Director

Palmyra High School Faculty & Staff

Faculty:

Mr. Burke Brown	Technology
Mrs. Kori Vodicka	Guidance Counselor
Mr. Andrew Conn	Business Education
Mr. Jordan Linke	Physical Education/ Business
Mr. Taylor Baumert	Physical Education/SCC Government
Mr. Jon Davenport	Science
Mrs. Madison Hanau	Science
Mr. Mark James	Science
Ms. Karen Redd	Special Education
Mrs. Jennifer Ferretti	Special Education
Mrs. Jennifer Whyman	Special Education
Mr. Grant Fritsch	Industrial Technology
Mrs. Rebecca Gill-Rose	Spanish
Mrs. Jonna Pester	Math
Mr. Jordan Springer	Math
Mr. Andrew Weils	Math
Mr. Mark Kotik	Government/History
Mr. Travis Reed	Social Studies
Mr. Jeff Panko	Social Studies
Ms. Michelle Paxton	Family & Consumer Science

Mrs. Beth McCreight	Vocal Music
Mr. John Furrow	Instrumental Music
Mr. Ryan Pollock	English
Mrs. Julie Hendricks	English
Mr. Jacob Wieseler	English
Mr. Matt Smidt	Media
Ms. Sarah Swartzendruber	Art
Mrs. Liz Beach	Vocational Agriculture
Mrs. Mikayla Batman	6th Grade
Mrs. Amanda Malone	6th Grade
Mr. Cody Pester	6th Grade

Staff:

Mrs. Elli Lamprecht	Food Service Director
Mrs. Carolyn Smith	Food Service Supervisor
Mr. Ted Cisneros	Custodian / Transportation
Mr. Steve Meyer	Custodian
Mrs. Lisa Phillips	Business Manager
Mrs. Cassie Wemhoff	Human Resources/Payroll Specialist
Mrs. Jane Powell	Principal's Secretary

Bus Drivers:

Mrs. Cathy Fick	Transportation Coordinator
Mr. Todd Calfee	Bus Driver
Mr. Ted Cisneros	Bus Driver
Mr. Randy David	Bus Driver
Mrs. Sharon Dowding	Bus Driver
Mrs. Vicki Hillman	Bus Driver
Mr. Randy Holdsworth	Bus Driver
Mr. Clayton Maahs	Bus Driver
Mr. Steve Robb	Bus Driver
Mr. Daryl Hopp	Bus Driver
Mrs. Ronda Wheatley	Bus Driver

Palmyra High School 2024-2025
Extra-Curricular Duties

Activity Sponsors:

Mrs. Ferretti	Eleventh Grade Sponsor
Mr. Kotik	Eleventh Grade Sponsor
Mrs. Vodicka	Twelfth Grade Sponsor
Mr. Pollock	Twelfth Grade Sponsor
Mrs. McCreight	Main Stage Assistant
Mrs. James	Main Stage
Mrs. James	One Act
Mr. Wieseler	Speech
Mrs. Phillips/Mrs. Wemhoff	Concessions Sponsors
Mr. Lahmon	Elementary Student Council
Mr. Davenport	High School Student Council
Mrs. Gill-Rose	Yearbook
Mr. Smidt	Jr High and High School Quiz Bowl
Mrs. Ferretti	PARTY Group Sponsor
Mr. Weils	PARTY Group Sponsor
Mrs. Vodicka	National Honor Society
Mrs. Malone	Unified Bowling
Mrs. Ferretti	Unified Bowling
Mrs. Ferretti	Unified Track
Mrs. Malone	Unified Track
Mrs. McCreight	Vocal Music
Mr. Furrow	Instrumental Music/Summer
Mrs. Paxton	FCCLA
Mrs. Beach	FFA

HS Head Coaches:

Mr. Baumert	HS Football
Mr. Wemhoff	HS Boys Basketball
Mr. Maibaum	HS Girls Basketball
Mr. Weils	HS Boys Wrestling
Mr. Pester	HS Girls Wrestling
Mr. Conn	HS Boys Track
Ms. Peterson	HS Girls Track
Ms. S. Swartzendruber	HS Volleyball
Mr. Conn	HS Cross Country
Mr. Wemhoff	HS Boys Golf
Mr. Wemhoff	HS Girls Golf
Mrs. Stone and Mrs. Andersen	HS Cheerleading

Assistant HS Coaches:

Mr. Reed	Assistant HS Football
Mr. Weils	Assistant HS Football
Mr. Wieseler	Assistant HS Football
Mr. Fritsch	Assistant HS Football
Mr. Springer	Assistant HS Football
Mr. Kaleb Kempkes	Assistant HS Boys Basketball
Mr. Kadin Copeland	Assistant HS Boys Basketball
Mr. Kyle Kassebaum	Assistant HS Boys Basketball
Ms. Peterson	Assistant HS Girls Basketball
Mr. Linke	Assistant HS Girls Basketball
Mrs. Hohensee	High School Wrestling Advocate
Mr. Smidt	Assistant HS Track
Ms. A. Swartendruber	Assistant HS Volleyball
Mrs. Wheatley	Assistant HS Volleyball
Mrs. Gill	Assistant HS Cross Country

JR. High Head Coaches:

Mr. Springer	JH Football
Mr. Davenport	JH Boys Basketball
Mr. Furrow	JH Girls Basketball
Mr. Reed	JH Wrestling
Mrs. Malone	JH Volleyball
Mr. Linke	JH Track
Mr. Davenport	JH Track
Mr. Maibaum	JH Track

JR. High Assistant Coaches:

Mr. Fritsch	JH Assistant Football
Mr. Weils	JH Assistant Wrestling
Mr. Springer	JH Assistant Boys Basketball
Ms. D. Christensen	JH Assistant Girls Basketball
Mrs. Batman	JH Assistant Volleyball
Mrs. Tramp	JH Wrestling Advocate

STUDENT - PARENT HANDBOOK
OF DISTRICT OR - 1
2025-2026

TABLE OF CONTENTS

Foreword

		Page
Section 1	**Intent of Handbook**	**1**
Section 2	**School Calendar**	**1**

Article 1 - Mission and Goals

		Page
Section 1	**Mutual Respect**	**1**
Section 2	**Complaint Procedures**	**1**

Article 2 - School Day

		Page
Section 1	**Daily Schedule**	**2**
Section 2	**Shortened Schedule**	**2**
Section 3	**Severe Weather and School Cancellations**	**2**
Section 4	**Open-Closed Campus**	**3**
Section 5	**Supervision Responsibility Before/After School**	**3**

Article 3 - Use of Building and Grounds

		Page
Section 1	**Visitors**	**3**
Section 2	**Smoke-Free Environment**	**3**
Section 3	**Care of School Property**	**4**
Section 4	**Lockers**	**4**
Section 5	**Searches of Lockers and Other Types of Searches**	**4**
Section 6	**Video Surveillance**	**5**
Section 7	**Recording of Others**	**5**
Section 8	**Use of Cell Phones**	**5**
Section 9	**Student Valuables**	**5**
Section 10	**Bulletins and Announcements**	**5**
Section 11	**Copyright and Fair Use**	**5**
Section 12	**Behavioral Points of Contact**	**6**

Article 4 – Attendance

		Page
Section 1	**Attendance**	**6**
Section 2	**Attendance and Absences**	**6**
Section 3	**Make-up Work**	**7**
Section 4	**Attendance is Required to Participate in Activities**	**7**
Section 5	**Truancy**	**7**

Article 5 - Scholastic Achievement

		Page
Section 1	**Grading System**	**8**
Section 2	**High School Yearly Course Requirements**	**9**
Section 3	**Graduation Requirements**	**9**
Section 4	**Promotion and Retention**	**10**
Section 5	**Schedule Changes**	**10**
Section 6	**Interim Reports**	**10**
Section 7	**Report Cards**	**10**
Section 8	**Parent-Teacher Conferences**	**10**
Section 9	**Honor Roll**	**10**
Section 10	**National Honor Society**	**11**

Article 6 - Support Services

		Page
Section 1	**Special Education Services**	**12**
Section 2	**Students with Disabilities: Section 504**	**13**
Section 3	**Health Services**	**14**
Section 4	**Transportation Services**	**16**

Article 7 - Drugs, Alcohol and Tobacco

		Page
Section 1	**Drug-Free Schools**	**17**
Section 2	**Education and Prevention**	**17**
Section 3	**Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**	**18**

Article 8 - Student Conduct Rules

			Page
Section 1	**Purpose of Student Conduct Rules**		**18**
Section 2	**Forms of School Discipline**	**●Short-Term Suspension**	**19**
		●Long-Term Suspension	**20**
		●Expulsion	**20**
		●Emergency Exclusion	**21**
		●Other Forms of Student Discipline	**21**
		●Student Conduct Expectations	**22**
		●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment	**22**
		●Additional Student Conduct Expectations and Grounds for Discipline	**24**
		●Student Appearance	**25**
		●Inappropriate Public Displays of Affection	**28**
		●Law Violations	**28**
		●Anti-Bullying	**28**
		●Network, E-Mail, Internet, and Other Computer Use Rules	**29**

Article 9 – Student Fees Policy

		Page
Section 1	**Student Activity Fees**	**31**

Article 10 - State and Federal Programs

		Page
Section 1	**Notice of Nondiscrimination**	**38**
Section 2	**Designation of Coordinators**	**38**
Section 3	**Multicultural**	**38**
Section 4	**Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**	**39**
Section 5	**Notification of Rights Under FERPA**	**39**
Section 6	**Military Recruiters**	**41**
Section 7	**Combined District and School Title I Parent and Family Involvement**	**42**
Section 8	**Student Privacy Protection Policy**	**42**
Section 9	**Homeless Students**	**45**

	Acknowledgment of Receipt Form	**46**

District OR - 1 Student-Parent Handbook
2025-2026 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about District OR - 1. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at:

Section 2 School Calendar

[https://www.districtor1.org/vnews/display.v/ART/4fce2491a575e

Article 1 – Mission and Goals

Section 1 Mutual Respect

The District OR -1 expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 2 Complaint Procedures

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

1. <u>Complaint procedure</u>
   Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern with the principal if the matter is not resolved at Step 1.
Step 3. Address the concern with the Superintendent if the matter is not resolved at UStep 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

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

Article 2 – School Day

Section 1 Daily Schedule

Period 1	__:__ a.m. – __:__ a.m.	Period 5	__:__ a.m. – __:__ p.m.
Period 2	__:__ a.m. – __:__ a.m.	Period 6	__:__ p.m. – __:__ p.m.
Period 3	__:__ a.m. – __:__ a.m.	Period 7	__:__ p.m. – __:__ p.m.
Period 4	__:__ a.m. – __:__ a.m.	Period 8	__:__ p.m. – __:__ p.m.

Section 2 Shortened Schedule

Period 1	__:__ a.m. – __:__ a.m.	Period 5	__:__ a.m. – __:__ p.m.
Period 2	__:__ a.m. – __:__ a.m.	Period 6	__:__ p.m. – __:__ p.m.
Period 3	__:__ a.m. – __:__ a.m.	Period 7	__:__ p.m. – __:__ p.m.
Period 4	__:__ a.m. – __:__ a.m.	Period 8	__:__ p.m. – __:__ p.m.

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be move into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 4 Closed Campus
All students are required to remain on campus during the school day. Students must request permission from the Principal to have visitors at school during the school day, this includes during lunch.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 30 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to lower commons.

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

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

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child's first class or leaving prior to their child's final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Article 3 – Use of Building and Grounds

Section 1 Visitors
All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment
All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.

2. Students who damage property, break windows, or cause other harm to school property or equipment may be required to pay the cost to repair or replace the item.

School-issued items that are stolen or damaged from unlocked or lockers that are not used are the responsibility of the student to whom they were issued.

Section 4 Lockers

Each student may be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

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

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

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

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.

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

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Cell Phones

Students may not use cell phones during class time or unless otherwise permitted by a staff member with the authority to implement cell phone rules. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

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

Section 12 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
    a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
    b. Illness which causes a student to be absent from school.
    c. Doctor or dental appointment which requires student to be absent from school.
    d. Court appearances that are required by a court order.
    e. School sponsored activities which require students to be absent from school.
    f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings. Teachers may assign a detention for any student who is tardy.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Teachers may assign a detention for any student who is tardy.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

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

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work for excused absences. Unexcused absences do not apply and may be due on the original issued due date. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18)

to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1 Grading System

Palmyra High School will use the letter grading system as follows:

A	94 - 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

Each teacher will define the grading procedures to be used in their classes.

Section 2 High School Yearly Course Guidelines

All students in grades 9-12 will be encouraged to sign up for seven classes, out of an eight period day. College credit, dual credit, online course work, and Apex courses can count toward the seven class enrollment. Students may have one study hall. Students may be asked to serve as a teacher or office aide. If a student becomes a teacher or office aide, this period will count as their one allowable study hall.

Section 3 Graduation Requirements

To participate in commencement exercises or receive a District OR - 1' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from District OR - 1 High School, a student must have earned a minimum of **230 semester hours credit in grades 9 through 12 inclusive**. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English/Speech	45 Credits
Social Sciences	40 Credits
Science	30 Credits
Math	30 Credits
P.E. and Health	10 Credits
Business	10 Credits
Computers	15 Credits (includes 5 credit hours of personal finance)
Electives	50 Credits

A student will earn 10 credits for passing a year-long class and 5 credits for passing a semester long class.

Grades for the dual credit classes (college and high school) will be issued on separate high school and college grading scales. The high school grades will be used in determining class rank, honor roll, and other academic honors or recognition.

A maximum of fifteen (15) credits from extension or correspondence courses may be counted toward graduation requirements. Courses must be comparable to the courses they are replacing and the courses must be approved by the administration.

Early Graduation - Upon completion of the 7 semesters in high school, and having met the number of hours and required courses for graduation, students attending District OR-1 have the right, with parental or guardian consent to graduate early. Each student desiring to graduate early shall receive an application form from the high school principal. This form must be obtained before the student enrolls in classes for their intended last year of school.

Work Release - Seniors may attend less than a full day of school if the release time will be spent working at a job or in a study program, provided that the release time does not jeopardize the student's graduation at the usual time, and provided that the request is made and arranged with the mutual consent of the principal, the student, and the student's parent/guardian.

Junior High requirements include two years of mathematics, English, science, social studies, physical education, vocal music, guidance, home economics, industrial arts, art, vocational agriculture, and keyboarding.

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

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

Section 4 Promotion and Retention

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

Section 5 Schedule Changes

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent or guardian. Final approval of all schedule changes will be made by the Principal.

Section 6 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate. These reports can/will include notifications of incomplete work through the ICU work completion support system.

Section 7 Report Cards

Report cards are issued at the end of each quarter. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all coursework must be completed by the end of the fourth quarter. All grades are subject to adjustment by the Principal for academic reasons.

Section 8 Parent-Teacher Conferences

Parent-teacher conferences are held once each semester. There will also be a parent's night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 9 Honor Roll

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

1. Students receiving all "A's" will be classified as HIGH HONOR ROLL.
2. Students receiving no other grade lower than a "B" will be classified as HONOR ROLL

Class Rank - Only courses taken while the student is enrolled in grades 9-12 will be used in determining class rank for the students.

The top 10% of the graduating class will be recognized at commencement for high scholastic achievement.

Section 10 National Honor Society

The National Honor Society chapter of District OR - 1 is a duly chartered and affiliated chapter of this prestigious national organization.

<u>Admission to the National Honor Society</u>

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established

by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

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

To evaluate a candidate's character, the faculty council uses two (2) forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s) and other member obligations as applicable.

Removal from National Honor Society

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

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

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

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

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

operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified

health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

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

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.

6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
   A. Rules for Getting On and Off the Bus
      1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
      2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
      3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
      4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

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

Disciplinary Sanctions
Violation of any of the above-prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on

or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

2. **Long-Term Suspension**: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:
   a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
   b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
   c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
   d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

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

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

   If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve

such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
   a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
   b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
   c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
   d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
   e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
   f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
   g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any

tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

h. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may

be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
   a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
      i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
      ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
      iii. Headwear including hats, caps, and bandannas.
      iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
      v. Clothing or jewelry that is gang related.

vi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

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

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

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

b. Academic Integrity.

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

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

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

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

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

performances):

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

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

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

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

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

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

(iii) Assistance from Others: Having another person assist with

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

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

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

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

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

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

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

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

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

(i) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the

instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.

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

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

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
   a. 1st Offense: Student will be directed to stop.
   b. 2nd Offense: Student will be directed to stop, and parents will be notified.
   c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

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

10. Law Violations

    Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying:

    One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules:
    a. General Rules:

i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
iii. Students shall not use or try to discover another user's account or password.
iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.

vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

2025-2026 Student Fees
Specification of Required Materials and Fees

Appendix "1" to the 2025-2026 Student Fees Policy for District OR-1 Public Schools

Additional Information Regarding Required Materials and Fees

Bennet Elementary School (Pre-school – 5th grade)	General Description	Amount of Fee or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee / Insurance
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) *Please note: Limited instruments are available for use by students.*
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from the class supply lists
Field Trips	Transportation and admission costs	Field trip costs may vary based on location and event logistics. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch-eligible students.
Summer Enrichment	Classes offered during the summer	$75 per child. Fees may be reduced or eliminated based on the student's IEP or free/reduced lunch eligibility.

Credit Recovery	Classes are offered to students in Grades 9-12 at the end of the school year.	$100.00 per class.
Lost or damaged books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of **$65.00**
Yearbooks: This is an optional expense.	School Book	Yearbooks are published and made available for purchase every year.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--$2.25 Lunch (Grades K-5)--$3.30 Milk (Grades K-5)--$ .50 *Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.*
Before/After School Recreation per hour		$4.50 per hour
Preschool per month		• $150.00 per month part-time tuition • $300.00 for full-time tuition *FYI: This bill is due on the 1st of every month.*

Secondary Program Grades 6-12	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair is provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing that may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	School-owned musical instrument rental	**$50.00** per year or **$25.00** per semester for school-owned instrument rental fees and cleaning. Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None: Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists, which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some limited-function calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		**Breakfast (Grades 6-12)--$2.50** **Lunch (Grades 6-12)--$3.40** **Milk (Grades 6-12)--$.50** Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
SENCAP: "Dual credit" college classes	Tuition and fees for college courses taken for credit while in high school.	"Dual Credit" class costs are to be paid directly by students to the college. *Please note: Scholarships may be available through the Foundation for Knowledge*
End-of-year lost or damaged books	Damage fee or replacement cost	Fees and fines of up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $65.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. The cost is generally about $50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Technology Fee	Chromebooks	**$40.00** Technology Usage Fee

<table>
<tr><th>Extracurricular and other programs</th><th>General Description of Fee or Material</th><th colspan="2">Amount of Fee (Anticipated or Maximum) or Specific Material Required</th></tr>
<tr><td>Athletic Programs</td><td></td><td colspan="2"></td></tr>
<tr><td>Admission</td><td>Spectator fees for admission to events</td><td colspan="2">$6.00 per event maximum.
Students may purchase an activity pass for $40.00 per year. For District and Conference events hosted by the School, the cost is to be set by NSAA but not to exceed $20.00 per event.
Senior Citizen pass: $5.00 per person per school year</td></tr>
<tr><td>Athletic Physicals</td><td>NSAA required athletic Physicals</td><td colspan="2">Cost varies; payable directly to the student's physician or clinic.</td></tr>
<tr><td>Equipment and Attire</td><td>Students are responsible for the required equipment and attire appropriate to the sport or activity that are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.

Uniform items are checked out to students.

If lost or damaged, students will be assessed fees in the amount of the replacement cost.</td><td colspan="2">Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel.

Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads, and personal medical devices (braces, orthopedic inserts, etc.).

Additional required items for particular sports or activities include:

<table>
<tr><td>Basketball</td><td>No additional costs</td></tr>
<tr><td>Football</td><td>Mouthpiece</td></tr>
<tr><td>Golf</td><td>Golf bag & clubs</td></tr>
<tr><td>Speech</td><td>Dress attire, copies of research</td></tr>
<tr><td>Track</td><td>No additional costs</td></tr>
<tr><td>Volleyball</td><td>Volleyball knee pads</td></tr>
<tr><td>Wrestling</td><td>Wrestling headgear</td></tr>
</table>
</td></tr>
</table>

		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt, jacket), poms, and other accessories
Travel meals	Meals	Students are responsible for their meals while traveling.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their musical instruments and accessories and for their uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to $50.00. For High School Band Students, a $10.00 uniform cleaning fee is requested. For Junior High Band Students, a $10.00 uniform cleaning fee is requested. For High School Vocal students, a $10.00 choir robe cleaning fee is requested.	
Vocal Music Group	Coordinating group attire	Students will pay for the outfits selected by the group. Cost will be based on selection at a maximum of $130.00	
Clubs/Organizations			
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.	
Future Career/ Community Leaders (FCCLA)	State & national dues, meals, and activities	Annual dues not to exceed $50.00 per club.	
National Honor Society	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.	

Swing Choir	Attire	Students are responsible for purchasing outfits and accessories not to exceed $150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals, and activities	Currently, no dues are required. Annual dues not to exceed $50.00 per club.
Cheerleading	Uniforms	Uniforms TBA covered by parents Camp attendance is optional.
Social & Recognition Activities		
School plays, musicals, and social activities	Admission to events	$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
Senior Prom Fee	Starting in 7th grade and through their junior year, each student will pay a $15 fee that will go towards their senior prom. Leftover money from the prom fees will go towards the costs of the cap and gown. Please note: Graduating classes of *2026 and 2027* will need to continue fundraising when they are juniors to make up the difference that was not collected from the beginning of their 7th-grade year. Graduating classes of 2028 will have enough money from fees to cover prom expenses.	$15.00 per year

Class dues		Currently, no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
Senior Recognition Assessment	*Optional graduation Activities*	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. *These may include the rental of graduation robes, caps, tassels, class flowers, a mother's flower, a class gift, a yearbook picture page, and a class composite picture.* A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for the above-mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

Trips	Transportation, lodging, meals, admission to events, etc.	For extracurricular and optional trips like Seniors' Day Out to Lincoln and Omaha, students will be assessed a $10.00 fee and will be responsible for meals. Students are responsible for the costs of school-sponsored trips where the trip is an extracurricular activity. The maximum cost of such trips will be $2,000 per student. If the trip is not school-sponsored, the costs of the trip are not subject to this policy, and no fee waivers will apply. A trip is not school-sponsored if it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

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

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

Programs Coordinators may be contacted at: District OR-1 Public Schools 425 F. Street, Palmyra, Nebraska 68418, telephone number (402) 780-5327.

Section 3 Multicultural

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

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school

publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal

in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

1. In the event any parent, guardian, or educational decision maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decision maker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decision maker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decision maker.

2. Upon reasonable advance request, a parent, guardian, or educational decision maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decision makers are encouraged to communicate to school staff when the parent, guardian, or educational decision maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decision maker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decision maker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decision maker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision maker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decision makers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision makers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decision maker of such student shall be prohibited unless a parent, guardian, or educational decision maker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision maker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decision maker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decision makers as to any concerns, objections, or other information such parents, guardians, or educational decision makers would wish to provide to the school district concerning a parent's, guardian's, or educational decision maker's access, involvement, and participation in activities of the school.

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

AVAILABILITY OF HANDBOOKS

The 2025-2026 Student-Parent Handbook of **District OR - 1** is available on the internet at www.districtor1.org

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the **2025-2026** Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 31st, 2025**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

☐ **Thank you for providing the 2025-2026 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

☐ **I prefer a paper copy of the Handbook.**

_____
Name

RECEIPT OF 2025-2026 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of District OR - 1. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ **Date**:_____

_____ _____

Student's Signature **Parent or Legal Guardian's Signature**

District OR-1 Food Service Meal and Item Prices
2025-2026 School Year

The following food service prices shall be in effect for the 2025-2026 school year: *Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

Lunch Prices:

- **Students, grades K through 5: $ 3.30**
- **Students, grades 6 through 12: $ 3.40**
- **School employees: $ 4.80**
- **Visitors and Adults $ 4.80**

Breakfast Prices:

- **Students, grades K through 5: $ 2.25**
- **Students, grades 6 through 12: $ 2.50**
- **School employees: $ 2.75**
- **Visitors and Adults $ 2.75)**

Beverages:

- **Milk: $ .50**
- **Juice: $ .30**

Board approved: July 14, 2025

2025-2026
TEACHER (CERTIFIED STAFF)
HANDBOOK
PALMYRA DISTRICT OR-1

Table of Contents

Foreword

		Page
Section 1	**Intent of Handbook**	**5**
Section 2	**Information About District OR-1**	**5**
Section 3	**School Mission Statement**	**6**
Section 4	**Members of the Board of Education**	**7**
Section 5	**Administrative Staff**	**8**
Section 6	**Teachers and Counselors Staff**	**8**
Section 7	**Classified Staff**	**11**

Article 1 – School Calendar and Schedules

		Page
Section 1	**School Calendar**	**13**
Section 2	**Daily Schedule**	**15**
Section 3	**Shortened Schedule**	**15**
Section 4	**Severe Weather and School Cancellations**	**15**
Section 5	**Contract Days**	**16**
Section 6	**Make-Up Days**	**16**

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	**Employment**	**17**
Section 2	**Assignments**	**17**
Section 3	**Personnel File**	**18**
Section 4	**Grievances and Complaints**	**18**
Section 5	**Compensation**	**18**
Section 6	**Extended Duty Pay**	**19**
Section 7	**Benefits**	**19**
Section 8	**Payroll and Payroll Deductions**	**19**
Section 9	**Expense Reimbursement**	**19**
Section 10	**403(b) Salary Reduction Agreements**	**20**
Section 11	**Overtime**	**20**

Article 3 – Absences from Work

		Page
Section 1	**Paid Leave - Sick and Personal Leaves**	**21**
Section 2	**Payroll Deductions for Absences in Excess of Paid Leave**	**22**
Section 3	**Unpaid Leaves**	**22**
Section 4	**Jury Duty Leave**	**22**
Section 5	**Family and Medical Leave Act**	**23**
Section 6	**Military and Family Military Leave**	**25**
Section 7	**Adoption Leave**	**26**
Section 8	**Subpoena to Testify Leave**	**26**
Section 9	**Voting Leave**	**26**

Article 4 - Duties and Responsibilities

		Page
Section 1	**Hours of Work & Meetings**	**27**

Section 2	**Arrival to Duty Assignments**	**27**
Section 3	**Leaving School**	**28**
Section 4	**Lesson Plans**	**28**
Section 5	**Daily Class Record Book**	**28**
Section 6	**Classroom and School Procedures**	**29**
Section 7	**Supervision of Students**	**31**
Section 8	**Managing Student Conduct**	**33**
Section 9	**Dispensing Medication**	**35**
Section 10	**Reporting Child Abuse**	**35**
Section 11	**Curriculum – Assessments**	**36**

Article 5 – Personal and Professional Conduct
Page

Section 1	**Professional Ethics Standards**	**39**
Section 2	**Evaluations**	**42**
Section 3	**Role Model**	**42**
Section 4	**Relationships**	**45**
Section 5	**Professional Attire**	**47**
Section 6	**Private Tutoring**	**47**
Section 7	**Outside Employment**	**47**
Section 8	**Safe Transportation**	**47**
Section 9	**Social Media**	**48**

Article 6 – Academic Matters

		Page
Section 1	Purpose and Goals of Academic Achievement	49
Section 2	Teaching to Student Understanding to Assure Learning	49
Section 3	Instruction in the Curriculum	49
Section 4	Measuring and Reporting Academic Achievement	49
Section 5	Parent-Teacher Conferences	52

Article 7 - Use of School Facilities and Equipment

		Page
Section 1	Drug-Free Workplace	53
Section 2	Smoke and Tobacco-Free Workplace	53
Section 3	Weapon-Free Workplace	53
Section 4	Use of District Computer Network and Internet	54
Section 5	Use of School Facilities	56
Section 6	Care of School Property	56
Section 7	Use of Telephone	57
Section 8	Visitors	57
Section 9	Salespersons	57
Section 10	Security of Desks and Lockers	57
Section 11	Video Surveillance and Recording of Others	58
Section 12	Bulletins and Announcements	58
Section 13	Copyright and Fair Use Policy	58
Section 14	Lost and Found	59
Section 15	Safety	59

Article 8 - State and Federal Programs

		Page
Section 1	Notice of Nondiscrimination	61

Section 2	**Designation of Coordinators**	**62**
Section 3	**Anti-discrimination & Harassment Policy**	**62**
Section 4	**Grievance Procedure for Persons with a Disability**	**64**
Section 5	**Confidentiality of Student Records (FERPA)**	**65**
Section 6	**Disclosure of Student Information to Military Recruiters and Colleges**	**65**
Section 7	**Disclosure of Staff Qualifications**	**65**
Section 8	**Student Privacy Protection**	**65**
Section 9	**Parental Involvement**	**66**
Section 10	**Homeless Students**	**67**
Section 11	**Breakfast and Lunch Programs**	**67**
Section 12	**Confidentiality of Protected Health Information**	**67**

Appendixes

Appendix A	**COBRA Notice**	**A-1**
Appendix B	**FLSA Notice**	**B-1**
Appendix C	**FMLA Notice**	**C-1**
Appendix D	**EEOC Notice**	**D-1**
Appendix E	**Acceptable Use of Computers and Networks**	**E-1**
Appendix F	**Field Trip Expectations for Coaches and Sponsors**	**F-1**
Appendix G	**District Field Trip Form for Coaches and Sponsors**	**G-1**
Appendix H	**Receipt of Teacher Handbook**	**H-1**

District OR-1 Teacher Handbook
2025-2026 School Year

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2025-2026** and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development ith the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population..

Section 3: **School Mission Statement**
The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future". Our governing principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and support staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4: **Members of the Board of Education**

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee - Vice President	moebabbs@aol.com
Tim Cheney	tcheneyor1@gmail.com
Brandon Desh - President	deshfor1@gmail.com
Dee Moore	moore4or1@gmail.com

Josh Penterman	pentermanor1@gmail.com

Section 5: **Administrative Staff**

Name	Position
Michael Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Taylor Black	Elementary	Pre-School
Brittany Eisenhauer	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/SPED Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1
Kristi Field	Elementary	1
Rachel Petska	Elementary	1

Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Caroline Reed	Elementary	3
Dana Christensen	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Thomas McChristian	Elementary	5
Jennifer Borg	Elementary	5
Payton Partida	Elementary	5
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Technology	K-5
Zachary Wemhoff	Physical Education	K-5
Chrissy Garris	Art and Learning Loss	K-5
Brianne Lahmon	Special Education	Pre-K-5
Abby Eastep	Special Education	K-5
Mikayla Batman	Special Education	K-12

Ann Fritsch	Special Education	K-12
Austin Lahmon	Guidance Counselor	K-5
Beth McCreight	Vocal Music	K-12
John Furrow	Instrumental Music	5-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Media Specialist	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Amanda Malone	Jr. - Sr. High School	6-8
Elise Stoike	Jr. - Sr. High School	6-8
Cody Pester	Jr. - Sr. High School	6-8
Tammy Harris	Jr. - Sr. High School	6-8
Jacob Wieseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	7-12
Grant Fritsch	Industrial Technology	7-12

Liz Beach	AG	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Jonna Pester	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12
Mark James	Science	7-12
Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Jeff Panko	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Karen Redd	Special Education	6-12
Jennifer Whyman	Special Education	6-12
Jordan Linke	Physical Education	7-12
Taylor Baumert	Physical Education / Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Kori Vodicka	Counselor	6-12

Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Daryl Hopp		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Ronda Wheatley		Bus Driver
Sharon Dowding		Bus Driver
Glenn Steffenmeier		Bus Driver
Randy Holdsworth		Bus Driver
Audrea Severe	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Norman	Jr.-Sr. High School	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse

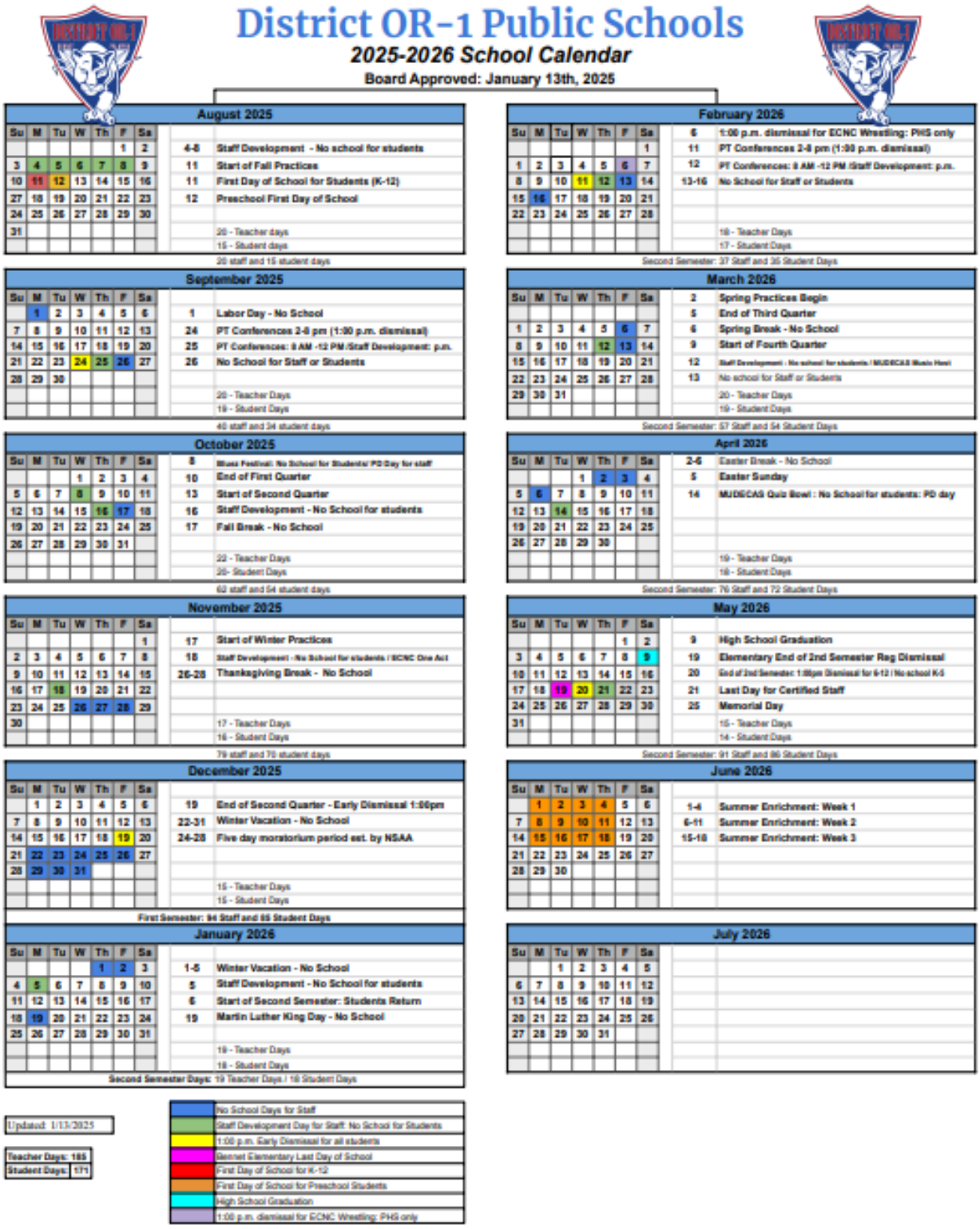
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse
Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	Paraeducator / ICU / Substitute Teacher
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher
Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
Carrie Ellis	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
Meghan Stephen	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator
Leah Housel	Elementary	Paraeducator

Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator
Selena Hiett	Elementary/ASPIRE	Paraeducator
Shonna Rulla	Elementary	REC Supervisor
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
TBD	Jr.-Sr. High School	Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
Camie Exantus	Jr.-Sr. High School	Food Service

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 **School Calendar**



Section 2 **Daily Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:41

Section 3 **Shortened Schedule**

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 **Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open,

but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 **Contract Days**

Teachers are contracted for 185 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 **Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

A teacher is employed by District OR-1 when the teacher signs the teacher's contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2 **Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be

upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular

the program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 **Grievances and Complaints**

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 **Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 **Extended Duty Pay**
Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 **Benefits**
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections **by September 1** of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

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

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

Section 8 **Payroll and Payroll Deductions**
Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 **Expense Reimbursement**
Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the

Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 **403(b) Salary Reduction Agreements**
The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 **Overtime**
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test

for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

- ***Paid Leaves Available***. District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.

- ***Nature of Paid Leave***. Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

- ***Leave Year.*** The leave year for paid leaves is the District's fiscal year.

- ***Leave Days.*** Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.

- ***Carry-over and Accumulation.*** Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days.
  The school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 185th of total salary and fringe benefits.

Section 3 Unpaid Leaves

District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§ 25-1640

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem. The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some

limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The "EAP" programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District OR-1 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael Hart, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166

	Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333;20 CFR Part 1002 (USERRA)

Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234

Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

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

Certified staff are contracted for 185 days in alignment with the current school district calendar. Schools have differing starting and ending times for the student day. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet district requirements and negotiated agreement parameters. Staff may leave the building earlier when called to a professional meeting.

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

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Full-time teachers have a designated on-site work day. Elementary school teachers are to be in the building no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other

certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 **Leaving School**

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 **Lesson Plans**

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

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

Section 5 **Daily Class Record Books**

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:

A. Days on which the student was tardy.
B. Days on which the student was absent, with a differentiation between excused and unexcused absences.

5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 **Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
   Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards should be changed periodically during each school year.

2. Text Book and Room Inventory
   All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones
   Teachers shall not use personal cell phones for any non-school purpose during instructional time. Teachers may have cell phones on their person or in close proximity during the school day, but the phones should be on silent mode to

reduce distractions.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, and other organizational tasks as assigned. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides
   Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Checking Out of Equipment
   All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies
   Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail
   Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response,

but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mailbox
Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.

9. Teachers Meetings
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

10. Classroom Environment
At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner

Section 7 **Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
   - Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be

given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 **Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

Article 4 – Duties and Responsibilities

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.

5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.

6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 **Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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

Section 10 **Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations

made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.

i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.

ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using "test banks." For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.

ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate

students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.

iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments.

i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).

ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a

student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Professional Ethics Standards**

District OR-1 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.

C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:
Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
In fulfillment of the obligation to the student, the educator:
A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility

for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.

D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 **Evaluations**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 **Role Model**

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
   d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be

accurate, demonstrate sound judgment, and promote District OR-1' mission. Employees must ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 **Relationships**

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational

purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 **Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 **Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 **Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 **Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Article 5 – Personal and Professional Conduct

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Instagram, Tik Tok, Snapchat, Twitter, Meta, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1 Board of Education is committed to providing a quality education for all District OR-1 students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades

for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades **6-12** are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

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

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best

interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Parent –Teacher Communication. Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes

should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is

essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Section 5 **Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Teachers have access to the District’s computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

Article 7 - Use of School Facilities and Equipment

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, etc. that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.

14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 **Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If

you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 **Use of Telephone**
Personal calls using school shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 **Visitors**
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

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

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

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

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

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

Section 11 **Video Surveillance**

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

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

Recording of Others

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

Section 12 **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 **Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and

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

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

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

Lost and Found
Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 **Safety**
Safety Program and Safety Committee
The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Use of Personal Vehicles

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

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "D" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

District OR-1 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, District OR-1 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race,

color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

<u>Complaint and Grievance Procedures</u>

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

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent

of District OR-1. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in

connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these

provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    1. Political affiliations or beliefs of the student or the student's parent;
    2. Mental or psychological problems of the student or the student's parent;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating or demeaning behavior;
    5. Critical appraisals of other individuals with whom the student has close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the students or the student's parent;
    8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

<u>General - Parental/Community Involvement in Schools</u>

The District's policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;

3. permit parents and family members access to their child's records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas and advocate for their child's education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996

(HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

FLSA Notice

FMLA Notice

EEOC Notice

COBRA Notice

RECEIPT OF 2024-2025 TEACHER (CERTIFIED STAFF) HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2024-2025** Teacher (Certified Staff) Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:_____

_____
Printed Name

_____
Teacher's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: June 10, 2022

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request

Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools are not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: June 10, 2022

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One **Bennet Elementary/ Palmyra**	**Departure time from** **Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file:** **Yes** **No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**

        - Being knowledgeable of and consistently enforcing school rules and policies
        - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
        - Taking appropriate action when rules are not followed, or a student is in danger.
    - **Hazard surveillance and intervention**
        - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
        - Checking the areas visited, and appropriately addressing hazards
        - Responding appropriately to emergencies
        - Handling emergencies that occur properly to reduce potential injury and damage.
        - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
    - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
    - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
    - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
    - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
    - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
    - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
    - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
    - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.

    - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District Policies Apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

  District School Bus
- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out a driver

approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.
- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

2025-2026
Classified Employees Handbook
Palmyra District OR-1

Table of Contents

Foreword

		Page
Section 1	**Intent of Handbook**	**4**
Section 2	**Information About District OR-1**	**4**
Section 3	**School Mission Statement**	**5**
Section 4	**Members of the Board of Education**	**6**
Section 5	**Administrative Staff**	**7**
Section 6	**Certified Staff**	**7**
Section 7	**Classified Staff**	**10**

Article 1 – School Calendar and Schedules

		Page
Section 1	**School Calendar**	**12**
Section 2	**Daily Schedule**	**14**
Section 3	**Shortened Schedule**	**14**
Section 4	**Severe Weather and School Cancellations**	**14**

Article 2 – Employment, Compensation and Benefits

		Page
Section 1	**Employment**	**16**
Section 2	**Assignments**	**16**
Section 3	**Personnel File**	**16**
Section 4	**Grievances and Complaints**	**16**
Section 5	**Compensation**	**16**
Section 6	**Benefits**	**16**
Section 7	**Payroll and Payroll Deductions**	**17**
Section 8	**Expense Reimbursement**	**17**
Section 9	**Overtime**	**17**

Article 3 – Absences from Work

		Page
Section 1	**Absence Procedures**	**19**
Section 2	**Paid Leave - Sick and Personal Leaves**	**20**
Section 3	**Payroll Deductions for Absences in Excess of Paid Leave**	**20**
Section 4	**Leaves of Absence**	**21**
Section 5	**Unpaid Leaves**	**21**
Section 6	**Jury Duty Leave**	**21**
Section 7	**Family and Medical Leave**	**22**
Section 8	**Military and Family Military Leave**	**24**
Section 9	**Adoption Leave**	**24**
Section 10	**Subpoena to Testify Leave**	**24**
Section 11	**Voting Leave**	**25**

Article 4 - Duties and Responsibilities

		Page
Section 1	**Hours of Work & Meetings**	**26**

Section 2	**Arrival to Duty Assignments**	**26**
Section 3	**Leaving School**	**26**
Section 4	**School Procedures**	**26**
Section 5	**Supervision of Students**	**27**
Section 6	**Role of Para Educators**	**29**
Section 7	**Dispensing Medication**	**30**
Section 8	**Reporting Child Abuse**	**30**
Section 9	**Best Practices for Guiding Staff in Use of Social Media**	**31**

Article 5 – Personal and Professional Conduct

		Page
Section 1	**Ethics Standards**	**33**
Section 2	**Role Model**	**36**
Section 3	**Professional Boundaries**	**36**
Section 4	**Relationships**	**38**
Section 5	**Civility**	**38**
Section 6	**Notification of Arrest, Etc.**	**38**
Section 7	**Evaluations**	**39**
Section 8	**Employee Complaints or Concerns**	**40**
Section 9	**Attire**	**40**
Section 10	**Outside Employment**	**41**

Article 6 - Use of School Facilities and Equipment

		Page
Section 1	**Drug-Free Workplace**	**42**
Section 2	**Smoke and Tobacco-Free Workplace**	**42**
Section 3	**Weapon-Free Workplace**	**42**
Section 4	**Use of District Computer Network and Internet**	**44**

Section 5	**Use of School Facilities**	**47**
Section 6	**Care of School Property**	**47**
Section 7	**Use of Telephone**	**47**
Section 8	**Visitors**	**47**
Section 9	**Salespersons**	**47**
Section 10	**Security of Desks and Lockers**	**48**
Section 11	**Video Surveillance and Recording of Others**	**48**
Section 12	**Bulletins and Web Page**	**49**
Section 13	**Copyright and Fair Use Policy**	**49**
Section 14	**Lost and Found**	**50**
Section 15	**Safety**	**50**

Article 7 - State and Federal Programs

Page

Section 1	**Notice of Nondiscrimination**	**52**
Section 2	**Designation of Coordinators**	**53**
Section 3	**Anti-discrimination & Harassment Policy**	**53**
Section 4	**Grievance Procedure for Persons with a Disability**	**55**
Section 5	**Confidentiality of Student Records (FERPA)**	**56**
Section 6	**Disclosure of Student Information to Military Recruiters and Colleges**	**56**
Section 7	**Breakfast and Lunch Programs**	**56**
Section 8	**Confidentiality of Protected Health Information**	**56**

Appendixes

Appendix A	**COBRA Notice**	**A-1**
Appendix B	**FMLA Notice**	**B-1**
Appendix C	**EEOC Notice**	**C-1**

Appendix D	**Fair Labor Standards Act**	**D-1**
Appendix E	**Leave Request Form**	**E-1**
Appendix F	**Acceptable Use of Computers and Networks**	**F-1**
Appendix G	**Field Trip Expectations for Coaches and Sponsors**	**G-1**

Receipt of Handbook

FOREWORD

Section 1 **Intent of Handbook**

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the **2025-2026** and subsequent school years unless replaced by a later edition.

Section 2 **Information About District OR-1**

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. Until this year, the Jr.-Sr. High School in Palmyra housed students in grades 6-12 and the Bennet Elementary School housed students in grades Pre K-5. Beginning with the 2023-2024 school year, sixth grade students began attending school at the Palmyra Site. This change was precipitated by the increased student enrollment at Bennet Elementary and

building space limitations at the elementary. The Palmyra building now serves student grades (6-12) and the elementary site at Bennet serves grades (Pre-K - 5).

Students attending the schools of District OR-1 come from the communities of Bennet, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a rapid rate over the last several years and with continued economic development ith the southeastern expansion of the city of Lincoln and the construction of the South Beltway, growth is projected to continue in the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 **School Mission Statement**

The mission of District OR-1 is "Together, we prepare our students to successfully meet the challenges of the future."

Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State's academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards

and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;

- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Dean Busch	deanbusch4or1@gmail.com
Jaimi Calfee: Board Vice President	moebabbs@aol.com
Tim Cheney	cheneyor1@gmail.com
Brandon Desh: Board President	deshfor1@gmail.com

Dee Moore	moore4or1@gmail.com
Josh Penterman	pentermanor1@gmail.com

Section 5 Administrative Staff

Name	Position
Mike Hart	Superintendent
Jared Haag	Elementary Principal
Heath Johnson	Secondary Principal
Linde Walter	Director of Student Services and Programs
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Brittany Eisenhauer	Elementary	Pre-School
Taylor Black	Elementary	Pre-School
Casandra Hohensee	Elementary	Pre-School/Sped Teacher
Rebecca Dvorak	Elementary	K
Angela Nitzsche	Elementary	K
Carrie Wusk	Elementary	K
Rachel Greenfield	Elementary	1

Kristi Field	Elementary	1
Rachael Peska	Elementary	1
Gina Christensen	Elementary	2
Caitlin Peterson	Elementary	2
Taylor Schaller	Elementary	2
Katie Anderson	Elementary	3
Dana Christensen	Elementary	3
Caroline Reed	Elementary	3
Dominique Dowding	Elementary	4
Stacy Sullivan	Elementary	4
Braston Maibaum	Elementary	4
Jennifer Borg	Elementary	5
Thomas McChristian	Elementary	5
Payton Partida	Elementary	5
John Furrow	Instrumental Music	5-12
Abigail Swartzendruber	Title I	K-5
Jennifer Hanger	Elementary	K-5
Brianne Lahmon	Special Education	K-5
Zachary Wemhoff	Physical Education	K-5

Ann Fritsch	Special Education	K-5
Abby Eastep	Special Education	K-5
Emily Buddenberg	Speech Language/Deaf Ed.	PK-12
Austin Lahmon	Counselor	K-5
Amanda Malone	Jr. - Sr. High School	6-8
Elise Stoike	Jr. - Sr. High School	6-8
Cody Pester	Jr. - Sr. High	6-8
Beth McCreight	Vocal Music	K-12
Kori Vodicka	Counselor	6-12
Jacob Weiseler	English	7-12
Ryan Pollock	English	7-12
Julie Hendricks	English	7-12
Michelle Paxton	Family & Consumer Science	6-12
Grant Fritsch	Industrial Technology	6-12
Jonna Pester	Math	7-12
Andrew Weils	Math	7-12
Jordan Springer	Math	7-12
Madison Hanau	Science	7-12
Jon Davenport	Science	7-12

Andrew Conn	Business Education	7-12
Travis Reed	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Rose	Spanish	7-12
Jennifer Ferretti	Special Education	6-12
Mikayla Batman	Special Education	6-12
Jen Whyman	Special Education	6-12
Elizabeth Beach	Vocational Agriculture	7-12
Jordan Linke	Physical Education	6-12
Taylor Baumert	Physical Education/ Social Studies	7-12
Sarah Swartzendruber	Art	6-12
Burke Brown	Technology Director	K-12
Kloreace Linke	School Psychologist	K-12
Matt Smidt	Librarian/Media	K-12
Amy Buchanan	Speech Pathology	K-12
Jiree Wilson	Speech Pathology	K-12
Lisa Dowding	Sped Teacher	ASPIRE Academy

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Steve Robb		Bus Driver
Clayton Maahs		Bus Driver
Ted Cisneros		Bus Driver
Randy David		Bus Driver
Vicki Hillman		Bus Driver
Todd Calfee		Bus Driver
Glenn Steffenmeier		Bus Driver
Randy Holdsworth		Bus Driver
Audrea Severe	K-12	Occupational Therapist
Lisa Phillips	District Office	Business Manager
Cassie Wemhoff	District Office	Payroll/HR
Jane Powell	Jr.-Sr. High School	District Support Assistant
Melissa Ostrander	Elementary	Main Office Secretary
Kristi Norman	Jr.-Sr. High School	Main Office Secretary
Christine Wilson	Elementary/Jr.-Sr. High School	Nurse
Jen Oswald	Elementary/Jr.-Sr. High School	Nurse

Kent Malone	Maintenance / Facilities Director	District Office
Patricia Long	Jr.-Sr. High School	Custodial
Ted Cisneros	Jr.-Sr. High School	Custodial / Transportation
Scott Willeford	Elementary	Custodial
Melinda Tramp	Jr.-Sr. High School	ICU Implementation Leader
Shea Spaulding	Jr.-Sr. High School	FT Substitute Teacher
Emily Purvis	Jr.-Sr. High School	Sign Language Interpreter
Kim Hartwick	Preschool	Paraeducator
Karis King	Preschool	Paraeducator
Chelsey Georges	Preschool	Paraeducator
Aimee Smallcomb	Preschool	Paraeducator
Carrie Ellis	Preschool	Paraeducator
Carrie Mullendore-Dilsaver	Preschool	Paraeducator
Lisa Stedman	Elementary	Paraeducator
Meghan Stephen	Elementary	Paraeducator
Lacey Tyndall	Elementary	Paraeducator
Leah Housel	Elementary	Paraeducator
Sydnie Wright	Elementary	Paraeducator
Mitch Muma	Elementary	Paraeducator

Selena Hiett	Elementary/ASPIRE	Paraeducator
Shonna Rulla	Elementary	REC Supervisor
Deb Wood	Jr.-Sr. High School	Paraeducator
Sarah Moss	Jr.-Sr. High School	Paraeducator
Elli Lamprecht	Elementary/Jr.-Sr. High School	Food Service Director
TBD	Jr.-Sr. High School	Kitchen Supervisor
Dona Balderson	Jr.-Sr. High School	Food Service
Camie Exantus	Jr.-Sr. High School	Food Service
Betty Korber	Jr.-Sr. High School	Food Service
Mark Tiedeman	Jr.-Sr. High School	Food Service
Darla Hoffman	Elementary	Kitchen Supervisor
Dewaine Knutson	Elementary	Food Service
Jessica Kucera	Elementary	Food Service
Paul Traeger	Elementary	Food Service

For other staff contacts, please visit the school's webpage.

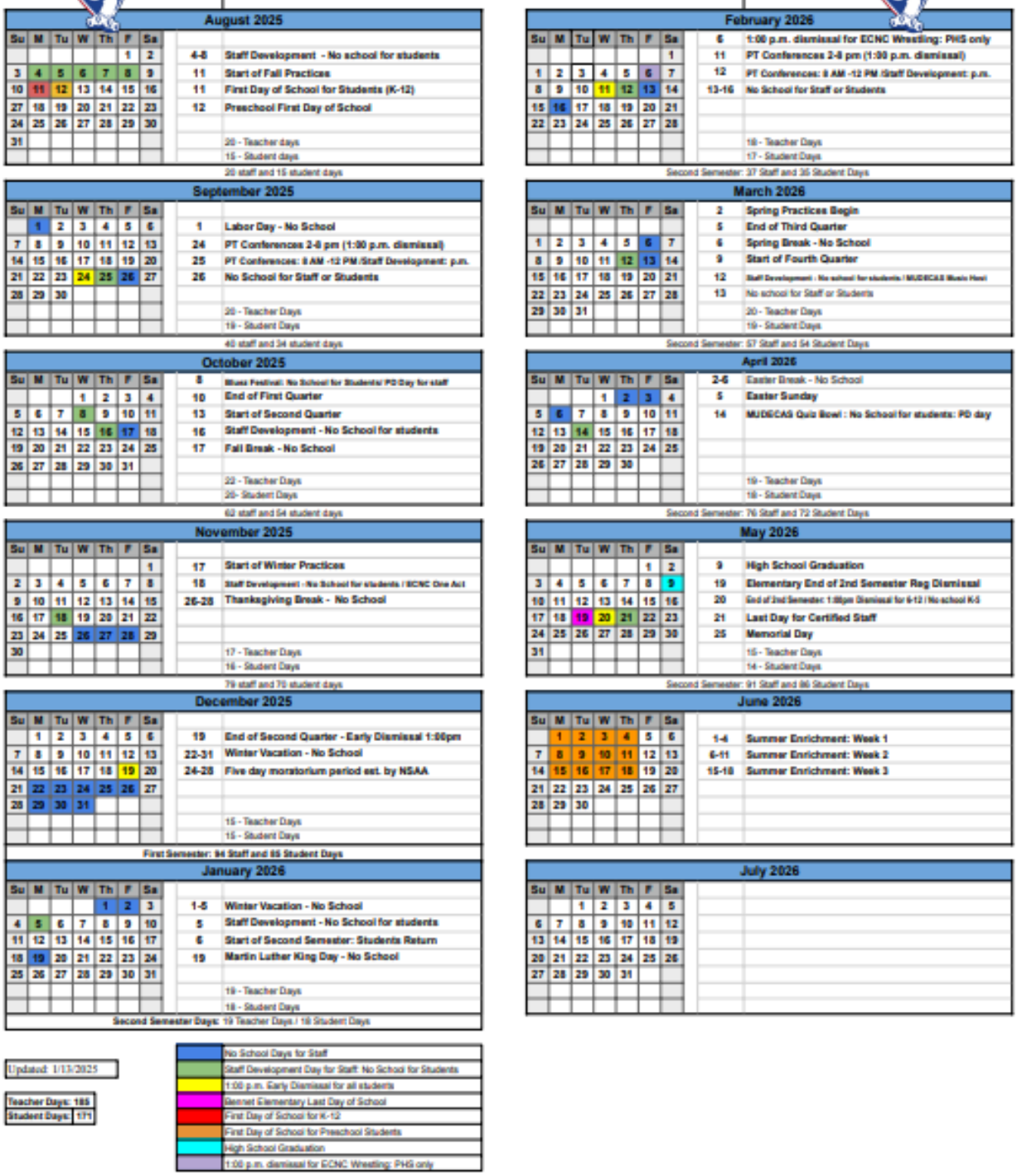
Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 Public Schools

2025-2026 School Calendar

Board Approved: January 13th, 2025



August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
27	28	29	20	21	22	23
24	25	26	27	28	29	30
31						

4-8	Staff Development - No school for students
11	Start of Fall Practices
11	First Day of School for Students (K-12)
12	Preschool First Day of School
	20 - Teacher days
	15 - Student days

20 staff and 15 student days

September 2025

Su	M	Tu	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				

1	Labor Day - No School
24	PT Conferences 2-8 pm (1:00 p.m. dismissal)
25	PT Conferences: 8 AM -12 PM /Staff Development: p.m.
26	No School for Staff or Students
	20 - Teacher Days
	19 - Student Days

40 staff and 34 student days

October 2025

Su	M	Tu	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	

8	Music Festival: No School for Students/ PD Day for staff
10	End of First Quarter
13	Start of Second Quarter
16	Staff Development - No School for students
17	Fall Break - No School
	22 - Teacher Days
	20 - Student Days

62 staff and 54 student days

November 2025

Su	M	Tu	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						

17	Start of Winter Practices
18	Staff Development - No School for students / ECNC Civic Act
26-28	Thanksgiving Break - No School
	17 - Teacher Days
	16 - Student Days

79 staff and 70 student days

December 2025

Su	M	Tu	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			

19	End of Second Quarter - Early Dismissal 1:00pm
22-31	Winter Vacation - No School
24-28	Five day moratorium period est. by NSAA
	15 - Teacher Days
	15 - Student Days

First Semester: 84 Staff and 85 Student Days

January 2026

Su	M	Tu	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

1-5	Winter Vacation - No School
5	Staff Development - No School for students
6	Start of Second Semester: Students Return
19	Martin Luther King Day - No School
	19 - Teacher Days
	18 - Student Days

Second Semester Days: 19 Teacher Days / 18 Student Days

February 2026

Su	M	Tu	W	Th	F	Sa
						1
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

6	1:00 p.m. dismissal for ECNC Wrestling: PHS only
11	PT Conferences 2-8 pm (1:00 p.m. dismissal)
12	PT Conferences: 8 AM -12 PM /Staff Development: p.m.
13-16	No School for Staff or Students
	18 - Teacher Days
	17 - Student Days

Second Semester: 37 Staff and 35 Student Days

March 2026

Su	M	Tu	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				

2	Spring Practices Begin
5	End of Third Quarter
6	Spring Break - No School
9	Start of Fourth Quarter
12	Staff Development - No school for students / MUDECAS Music Host
13	No school for Staff or Students
	20 - Teacher Days
	19 - Student Days

Second Semester: 57 Staff and 54 Student Days

April 2026

Su	M	Tu	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		

2-6	Easter Break - No School
5	Easter Sunday
14	MUDECAS Quiz Bowl : No School for students: PD day
	19 - Teacher Days
	18 - Student Days

Second Semester: 76 Staff and 72 Student Days

May 2026

Su	M	Tu	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						

9	High School Graduation
19	Elementary End of 2nd Semester Reg Dismissal
20	End of 2nd Semester: 1:00pm Dismissal for 6-12 / No school K-5
21	Last Day for Certified Staff
25	Memorial Day
	15 - Teacher Days
	14 - Student Days

Second Semester: 91 Staff and 86 Student Days

June 2026

Su	M	Tu	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				

1-4	Summer Enrichment: Week 1
6-11	Summer Enrichment: Week 2
15-18	Summer Enrichment: Week 3

July 2026

Su	M	Tu	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		

Updated: 1/13/2025

Teacher Days:	185
Student Days:	171

No School Days for Staff
Staff Development Day for Staff: No School for Students
1:00 p.m. Early Dismissal for all students
Bennet Elementary Last Day of School
First Day of School for K-12
First Day of School for Preschool Students
High School Graduation
1:00 p.m. dismissal for ECNC Wrestling: PHS only

Section 2 Daily Schedule

Jr.-Sr. High School

- First Bell 8:10
- Period 1 8:15 – 9:05
- Period 2 9:08 – 9:58
- Period 3 10:01 – 10:51
- Period 4 10:54 – 11:44
- Period 5 11:47 – 12:58
- Period 6 1:01 – 1:51
- Period 7 1:55 – 2:44
- Period 8 2:47 – 3:41

Shortened Schedule

Jr.-Sr. High School

- First Bell 8:10
- Period 1 8:15 – 8:48
- Period 2 8:51 – 9:24
- Period 3 9:27 – 9:59
- Period 7 10:02 – 10:34
- Period 8 10:37 – 11:09
- Period 4 11:12 – 11:44
- Period 5 11:47 – 12:58
- Period 6 1:01 – 1:33

Section 3 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. *If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news.* An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed or have an altered schedule.** In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

Weather Decisions After School Starts For the Day: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff

will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions: District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 **Employment**

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

Section 2 **Assignments**

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 **Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal's office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 **Grievances and Complaints**

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 **Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 **Benefits**

Classified staff employees are provided sick leave and PTO time in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee's expense. The cost of LTD premiums will be added to the employee's income. All classified staff employees are eligible to participate in the district's section 125 plan. Employees shall make annual fringe benefit elections no later than September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent's office.

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

Section 7 **Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Section 8 **Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees *required to drive their own vehicles during their regular scheduled working hours between two or more work sites*. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include documentation sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 **Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 1⁄2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1 1⁄2 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may also be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 **Absence Procedures**

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee's supervisor using the designated district procedures. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval*. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. *Establishing Fitness for Duty*. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

   Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 **Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and PTO leaves in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 7:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance reports of need for leave as possible.

For PTO and other leaves, a Request for Leave form is to be submitted to the district office at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave (currently included under sick leave) is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, must present a written statement to the Principal from the classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 **Payroll Deductions for Absences in Excess of Paid Leave**
Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 **Leaves of Absence**
An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves
The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave
An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for *at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.*

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents

you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical

leave rights.

For additional information you may refer to FMLA poster (Appendix "B") or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact our Human Resources support staff at 402-780-5327.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

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

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

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

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty before 6 p.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 **Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 **Arrival to Duty Assignments**

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 **Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 **School Procedures**

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

   Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No

equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an immediate answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings. Employees' meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 **Supervision of Students**

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles; to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision:

- Report to all duty assignments on time.
- Consistently circulate through your assigned duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—**do not share confidential information about students except with other staff who need to know the information to perform their jobs**).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. ***Corporal punishment is strictly prohibited in our school district and is not to be used.*** Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions:**
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
   - When you go over safety rules with students, note it in your written records.

3. **Proper Maintenance of Buildings, Grounds, and Equipment:**
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
   - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings:
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- Students fighting or involved in a physical altercation
- Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.). Please note: If the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- A report (or a suspicion) that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- The presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to "bullying." Maintain the confidentiality of student records. *Student record information should be shared only with other school staff with a need to know the information to perform their duties.*

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the para educator in a supportive role. Para educators may

assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, Tik Tok, Instagram, Snapchat, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee.

While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community.

Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a

professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and c*onsideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.*

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 **Ethics Standards**

District OR-1 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

***Principle I - Commitment as a School Employee*:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

- *Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.*
- *Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.*
- *Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.*
- *Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.*
- *Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.*
- *Shall not sexually harass students, parents or school patrons, employees, or board members.*
- *Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.*
- *Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.*
- *Shall seek no reprisal against any individual who has reported a violation of this rule.*

***Principle II - Commitment to the Student*:**

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

***Principle III - Commitment to the Public*:**
The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

- *Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.*
- *Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.*
- *Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.*
- *Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.*
- *Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.*
- *Shall, with reasonable diligence, attend to the duties of the employee's position.*

***Principle IV - Commitment to Classified Position Employment Practices*:**
The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

- *Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.*
- *Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.*
- *Shall give prompt notice to the employer of any change in availability of service.*
- *Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.*
- *Shall not assign to unqualified personnel, tasks for which an employee is responsible.*
- *Shall permit no commercial or personal exploitation of his or her employment position.*
- *Shall use time on duty and leave time for the purpose for which intended.*

Competent Performance
Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- Keep records for which he or she is responsible in accordance with law and policies of the school system;
- Supervise others in accordance with law and policies of the District;
- Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- Utilize available materials and equipment necessary to accomplish the designated task;
- Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
- Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

- Utilize information and materials that are relevant to the designated task;
- Use language and terminology which are relevant to the designated task;
- Use language which reflects an understanding of the ability of the individual or group;
- Assure that the designated task is understood;
- Use feedback techniques which are relevant to the designated task;
- Consider the entire context of the statements of others when making judgments about what others have said;
- Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

- Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- Maintain consistency in the application of policy and practice;
- Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- Shall not knowingly misinterpret the statement of others;
- Shall not show disrespect for or lack of acceptance of others;
- Shall provide leadership and direction for others by appropriate example;
- Shall offer constructive criticism when necessary;
- Shall comply with reasonable requests and orders given by and with proper authority;
- Shall not assign unreasonable tasks;
- Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- Be able to communicate so effectively as to accomplish the designated task;
- Appropriately control his or her emotions;
- Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Section 2 **Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 **Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social-networking friendships with a student on Twitter, Instagram, Snapchat, Facebook, or other social networking site.
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance (verbal, written, or physical) towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 **Relationships**

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 **Civility**

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such

interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 **Notification of Arrest, etc.**
Employees must notify Superintendent by the next business day after:

Arrest or Criminal Charges: The employee is arrested, ticketed, or issued a criminal charge where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
- Would impact the responsibility to be a role model for students or relations with other employees of the District;
- Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
- Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
- Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

Certificate or License Complaint: The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.

Child Abuse: The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

- Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.
- Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.
- Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.
- Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 **Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 **Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 **Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be

permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 **Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

\Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 **Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

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

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4 Use of District Computer Network and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- **Technology Subject to this Policy:** This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
- **Access and User Agreements:** Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
- **Acceptable Uses:** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- **Unacceptable Uses:** The following are unacceptable uses of the technology resources:
    - **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
    - **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
    - Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
    - The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.
    - **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    - Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

- **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
- To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
- To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
- To promote or tolerate violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

Disclaimer: The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

- **Filter:** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations.
- In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
- Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

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

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

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 **Care of School Property**

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

Section 7 **Use of Telephone**
Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 8 Visitors
Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

Section 9 Salespersons
Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

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

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse or backpack.

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

Section 11 Video Surveillance

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

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

Recording of Others

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

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard to any such links.

Section 13 **Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and workplace conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices: Guidelines for safe work practices for employees include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

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

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800)669-4000 /DD: (800) 669-6820

(800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix "C" to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

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

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

- In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
- Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment. Sexual harassment may exist when:
    - Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
    - Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
    - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

Grievance Procedures

- Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
- If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report

your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
- The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

RECEIPT OF 2025-2026 CLASSIFIED EMPLOYEE HANDBOOK OF DISTRICT OR-1

This signed receipt acknowledges receipt of the **2025-2026** Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____
Employee's Signature

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Michael Hart, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

District OR-1 Guidance for Field Trips and Extended Co-Curricular Trips
Updated: July 14, 2025

Please Note: This information will be included in the staff handbooks and this information will be covered with coaches at the beginning of each school year or sports season.

- Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a "case by case" basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only District OR-1 students may participate and the discipline code, and rules and regulations of the school district shall be in effect from the departure until return.

EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

- Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum related. Permission slips are not needed unless the field trip is an overnight or out-of-state trip as parental permission for day field trips is signed at the time of student registration.

ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

- The school district will not fund competitive or participatory activities for students beyond the level of state competition without approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, the participating organization and the district will collaborate about cost sharing. Examples of activities beyond the State level of competition or participation may include career or technical competitions, National Quiz Bowl, National Mock Trial, National FCCLA, National FFA, etc. These costs may include transportation, room and board, cost of substitutes and all additional expenses deemed appropriate by the Superintendent or designee.
- In order to avoid unexpected financial burden to families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

- Out-of–State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the High School Principal and Activities Director. All student groups requesting travel must file an extended Field Trip Request Form with the building prior to anticipated travel. Such a form must be approved by the Principal and Activities Director before parents and students are notified. In authorizing such extended field trips, the Principal and Activities Director shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;
- The overall financial plan including the cost and who will bear the cost, how the funds will be raised and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors.

The Superintendent or designee shall inform the Board of all approved out-of-state, overnight or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

- District OR-1 Public Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school sponsored has the responsibility to clearly communicate in all meetings, publications and postings, that the school district is not responsible for the trip.
- A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, and the field trip does not occur during school hours. Examples of non-school sponsored trips include international trips arranged by a travel company using school district staff to help arrange the trip, international trips arranged by a teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out–of-state or international trips for band or orchestra students that are arranged by a booster club.
- All arrangements for such trips, including cost, travel, supervision, safety and rules are the responsibility of the group or person making the trip available to the students or staff. District OR-1 Public Schools have no responsibility for such trips. Any questions regarding whether a trip is school sponsored should be referred to the Principal or Activities Director.

Updated: July 14, 2025

District OR-1: Bus Request / Field Trip Form

This form should be completed for all field trips.

Initial Date of Request:	**Trip Departure Date and Time:**
Teacher/ Sponsor Contact Information:	**Grade/Subject/ Activity Area:**

Trip Destination Name, Address, Phone Number:

Departure time from: Circle One Bennet Elementary/ Palmyra	**Departure time from Field Trip Location:**
Number of Adults and Names of Adults Attending:	**Number of Students and Names of Students Attending:**

Destination Special Instructions:

Teacher / Sponsor cell phone #:	**Parent permission slips on file: Yes No**
Trip Sponsor Signature:	**Administrator's Signature:**
Approved	**Denied**

Email/ scan or hand deliver copies to:

- Building Principal
- Activities Director:
- Food Service Director: (if school meals are needed for the activity)
- Specials/Resource Teacher
- School Secretary
- School Nurse

District OR-1 Extended Field Trip Request Form

Sponsors should complete this form when requesting an extended field trip. Please note: This is longer than a day trip.

1. Provide a description of the trip, including title, destination, and how it relates to the curriculum and way in which curriculum benefits:

2. Who will be participating (e.g. team members, club members, etc.)?

3. Anticipated number of students:

4. Sponsors: Names, addresses, phone numbers

5. Describe any costs to sponsors:

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc.)

7. What costs are students responsible for?

8. What provisions have been made for students who cannot afford to participate?

9. Tour or travel agency, if applicable (attach copy of the contract):

10. Itinerary: attach dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return:

11. Insurance underwriter for tour or travel agency (if applicable attach)

12. Name of airline if applicable:

13. Name of person completing this form:

Activities Director signature of approval: _____ Date: _____

Superintendent or designee signature of approval: _____ Date: _____

Staff Guidance for Field Trips

Supervision of students at all times

- Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.
- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip.
- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

Volunteer chaperone selection

- Ensure that all volunteer chaperones are:
    - At least 21 years old
    - Screened using the district volunteer and background check protocols
    - Physically able to do the job
    - Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
- **Presence and attentiveness**
    - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- **Student behavior monitoring and intervention**
    - Being knowledgeable of and consistently enforcing school rules and policies
    - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
    - Taking appropriate action when rules are not followed, or a student is in danger.

- **Hazard surveillance and intervention**
  - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
  - Checking the areas visited, and appropriately addressing hazards
  - Responding appropriately to emergencies
  - Handling emergencies that occur properly to reduce potential injury and damage.
  - Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

- Be sure to specify how food and drink will be provided with the itinerary
- If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:
- **Brought from home by the students**
  - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- **Provided by the school and taken on the trip**
  - Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.
  - Food service personnel must be provided with a list of students prior to the departure for the trip who will be served lunch to ensure dietary needs are met and appropriate meal charges are administered.
- **Provided by the facility the group is visiting or cooked by the group at the facility**
  - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.
- **Provided by stopping at restaurants**
  - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - lodging

- **Arrangements**
  - Once approval for the trip has been secured by administration, sponsors will coordinate lodging and sleeping accommodations for the students and chaperones with central office personnel.
  - Make sure chaperones and room assignments are gender- specific, and roommates are close in age.
  - A general rule of thumb to maximize student safety is 2-3 students per room and one student per bed. This means that a 3rd student could be added to a room if a rollout bed or sleeper sofa is available.
  - Extenuating circumstances may dictate an adjustment in room capacities (hotel is sold out, siblings in the same room, etc.) but those changes need to be communicated to the Activities Director and approved in writing with the parent, the student, and the activity sponsor prior to the commencement of the activity.

- **Supervision**
    - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip.
    - If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.
- **Inspection**
    - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- **Providing information to parents/guardians**
    - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

- Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of state or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed room and sleeping arrangements

- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

- As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District School Bus

- This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district.
- Use the district procedures to request this transportation.

Other District Vehicles

- For smaller groups, such as small clubs and teams, a smaller vehicle may be requested from the Activities Director.
- Parents or designated adults may drive school vehicles or pull school trailers or equipment trailers that are used for school purposes with clearance and approval from the Activities Director after filling out and a driver approval form and submitting a valid Nebraska Driver's License. No students or children may ride with the parent or designated adult in the school vehicle being used for these purposes.

Charter Bus

- If school buses are not available, a recognized charter bus service can be used.

- If this option is selected, the sponsor must get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Parent Provided Transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.
- Use the approved district form for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

I have read the rules and regulations regarding activity trips and understand this information.

Staff Signature: _____ **Date: _____**

AD/ Administrator Signature: _____ **Date: _____**

Community Relations

Title IX - Discrimination

District OR-1 Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education, hereby adopts and re-affirms the following policy:

1) The Board of Education affirms its intent to comply with the provisions of Title IX - Prohibiting Sex Discrimination in Education.

2) The publication of this statement reaffirms the District's efforts to comply with Title IX to inform citizens of non-discriminatory practices in the dissemination process.

3) The Board of Education hereby authorizes and directs the Superintendent of Schools, in conjunction with relevant personnel as determined by the Superintendent, to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints of sex discrimination in the District. Such grievance procedures shall be developed and be made publicly available, and such forms as needed shall be developed and made available to the public.

4) The grievance procedures adopted and implemented by the Superintendent shall be followed by all individuals with concerns about discriminatory practices in the District, including suspected sex discrimination.

Legal Reference: Title IX

Date of Adoption: May 8, 2017
Date of Review: July 14, 2025

Procedures for Complaints of Sex Discrimination

A. Complaint Procedure - Generally

All employees are responsible for helping to prevent discrimination on the basis of sex. Employees, or students who believe they have been subjected to, or believe they have witnessed, discrimination on the basis of sex should contact the Title IX Coordinator.

The following individuals may file a complaint alleging sex-discrimination:

a. A student or employee of District OR-1 Public Schools who is alleged to have been subjected to conduct that could constitute discrimination on the basis of sex.
b. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
c. The District's Title IX Coordinator(s).

Anyone claiming discrimination must submit the complaint in writing to the Title IX Coordinator using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION
Michael T. Hart
425 F. Street
Palmyra, Nebraska, 68418
(402) 780-5327
hart.mic@districtor1.net

Complaints of discrimination on the basis of sex shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination.

The following will apply to all investigations of sex discrimination, pursuant to this procedure:

a. The District will treat complainants (the employee, student, or representative making the claim) and respondents (those accused of sex discrimination) equitably.
b. The District will not permit any Title IX Coordinator, investigator, or decisionmaker to have a conflict of interest or bias for or against any complainant or respondent.
c. The District will ensure that the Title IX Coordinator, investigator, and decisionmaker will not predetermine or presume that the respondent is responsible for the alleged sex-based discrimination until a determination is made at the conclusion of the investigation process.
d. The District will take reasonable steps to protect the privacy of the parties and witnesses during the grievance process. These steps will not restrict the ability of the parties to obtain and present information, including speaking to witnesses, consulting with their family members, confidential resources, or advisors; or

otherwise preparing for or participating in the grievance procedures.

e. The District will not allow the parties to engage in retaliation.

f. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

B. Investigation Process

When the Title IX Coordinator receives or initiates a complaint of possible sex discrimination in the District, the Coordinator shall designate a District employee to initiate an investigation. The Title IX Coordinator may designate themself as the investigator. Within a reasonable time after receipt of a complaint under this procedure, the Title IX Coordinator shall provide the following to all known parties (A) a copy of this complaint procedure; (B) notice of the allegations of sex-based discrimination including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sex-based discrimination and (iii) the date and location of the alleged incident; (C) notice that retaliation is prohibited; (D) the identity and contact information for the investigator; and (E) notice that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.

After the investigator has been designated to investigate a complaint, the investigator shall then promptly gather evidence sufficient to reach a determination regarding whether the complaint is substantiated or not. To reach a determination, the investigation should generally include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide pertinent information.

b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

The Investigator will aim to complete its investigation within a reasonable timeframe as determined by the Investigator.

At the end of the investigation, the investigator shall make findings and a determination of what occurred. The determination shall be based upon a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination occurred?).

During an investigation, the Title IX Coordinator or designee may place an employee on administrative leave during the pendency of the investigation. The Title IX Coordinator or designee may also remove a student from the educational program during the investigation.

Before the end of the investigation, the investigator shall provide a copy of the evidence to both the complainant and respondent and allow both sides to provide an opportunity to submit any additional evidence.

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as

appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

C. Resolution of Complaints

Once the investigator has completed his or her investigation, the investigator shall prepare a report of their investigation and a determination of what occurred. The determination shall include an assessment of whether the investigator determines that the complaint is wholly substantiated, partially substantiated, or not substantiated. After the report has been finalized, the investigator shall submit the report to the Title IX Coordinator. If the Title IX Coordinator conducts the investigation, the Title IX Coordinator shall submit the evidence and report to a different administrator in the District.

The Title IX Coordinator (or other administrator) shall then review the report, along with all evidence gathered by the investigator, to determine whether the investigator followed the grievance procedures, considered the appropriate evidence, did not consider any inappropriate evidence, ensured all parties and witnesses were provided due process, and otherwise confirm that the investigation was handled properly. The Title IX Coordinator (or other administrator) shall also independently assess whether the investigator's conclusions were supported by the evidence and otherwise equitable. Based upon the Title IX Coordinator's review and independent conclusion, the Title IX Coordinator shall have the authority to initiate any appropriate remedial measures, which may include termination of employment, expulsion or suspension from school, or other disciplinary actions.

D. Appeal of Decision

A complainant or respondent who disagrees with the Title IX Coordinator's decision may appeal the decision to the Superintendent of Schools. Any appeal must be in writing and submitted to the Superintendent within five school days of the date of the decision. The Superintendent shall then promptly review the evidence and determine whether the Title IX Coordinator's decision was correct. The Superintendent has the authority to reverse or modify the Title IX Coordinator's decision and take any other steps necessary to ensure that the Title IX Coordinator's decision was correct. After the Superintendent has made a final determination, the Superintendent shall notify both the complainant and respondent in writing of the Superintendent's decision. No further appeal may be made beyond the Superintendent.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and findings, supportive measures, and disciplinary sanctions for a period of seven years.

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);

(b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;

(c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
3) Implement a Control System procedure;

4) Continue to develop and implement adequate maintenance procedures for the equipment;
5) Continue to develop and implement sales procedures for the equipment; and
6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures, which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

1) A procedure for micro-purchases (Under $10,000);
2) A procedure for simplified acquisition thresholds (between $10,000 to $250,000);
3) A procedure for sealed bids;
4) A procedure for competitive proposals; and
5) A procedure for non-competitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.
Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.
Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions, and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

1) Identifying all of the federal awards received and expended, and the federal programs under which they were received;

2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program is maintained in accordance with reporting requirements;
3) Identifying adequately the source and application of funds for federally funded activities;
4) Ensuring effective controls over and accountability for all funds, property, and other assets;
5) Comparing actual expenditures with budget amounts for each federal award;
6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct, and otherwise handle income from federal programs.
Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

1) Are verifiable from the District's records;
2) Are not included as contributions for any other Federal award;
3) Are necessary and reasonable for the accomplishment of project or program objectives;
4) Are allowable under the applicable Cost Principles requirements;
5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost-sharing requirements of other Federal programs;
6) Are provided for in the approved budget when required by the federal awarding agency; and
7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to, wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

1) Is reasonable for the services rendered; and

2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1) Be supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2) Be incorporated into the official records of the District;
3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
5) Comply with the established accounting policies and practices of the District; and
6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.
Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.
Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable, and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special-purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.
Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.
Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.
Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: July 14.2025

NETWORK for EDUCATOR EFFECTIVENESS

TEACHER EVALUATION
OVERVIEW & PROCEDURES

In affiliation with the University of Missouri

INTERACTIVE TABLE OF CONTENTS

OVERVIEW 3

RESEARCH-BASED PRACTICES 3

IMPLEMENTATION PROCESS 6

WRITTEN RESPONSE TO EVALUATION 7

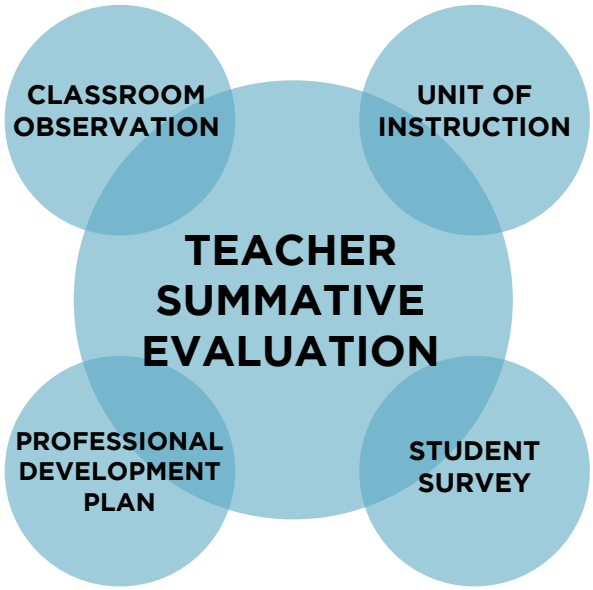
WRITTEN RESPONSE TO EVALUATION: PAPER OPTION 8

WRITTEN RESPONSE TO EVALUATION: ELECTRONIC OPTION . . 10

CONTACT 18

OVERVIEW

The Network for Educator Effectiveness (NEE) is a simple yet powerful comprehensive system for educator evaluation. Developed in 2011 through a collaboration of preK-12 practitioners and experts at the University of Missouri's College of Education & Human Development, the NEE teacher evaluation system includes multiple measures: classroom observation, student survey, teacher curriculum planning, and professional development. All measures are included in a school's NEE subscription; however, local schools decide which measures to incorporate in their teacher evaluation processes.



Data from these four sources come together in the **NEE Data Tool,** a secure custom-built online portal. Through the Data Tool, NEE schools also enjoy access to **EdHub**, a unique web-based resource library with more than 500 training modules that educators can use in their professional learning activities. When NEE data identify opportunities for professional growth, educators can find targeted professional development materials in EdHub. The NEE process is grounded in fostering professional growth, rather than merely evaluating teachers.

NEE is a unit of the Assessment Resource Center, a self-supporting service center within the College of Education & Human Development at the University of Missouri. NEE has six field staff to support schools in their implementation of NEE. All are extensively experienced K-12 practitioners with administrative experiences. NEE is used by more than 320 school districts in Missouri, Nebraska, Kansas and Illinois.

RESEARCH-BASED PRACTICES

The standards and indicators utilized by NEE are aligned to the InTASC National Standards developed by the Council of Chief State School Officers. NEE meets teacher evaluation criteria as set forth by the waiver process for No Child Left Behind and continued via the Every Student Succeeds Act.

NEE uses multiple measures to provide wraparound data on the numerous responsibilities and duties of educators. Those multiple measures are left independent of each other, to more accurately guide decisions in both formative and summative circumstances (Close, Beardley, & Collins, 2018). The measures used extend the source of evaluation beyond building-level leadership and include students, as well as the opportunity for subject-area specialists to evaluate specific artifacts. The variation in evaluator sourcing provides opportunities for a cadre of school leaders

and supervisors to evaluate teachers, taking time and logistical pressure off of one administrator (Pecheone & Wei, 2009). Each measure is also layered with multiple indicators (also measured independently). Such layering allows districts to capture the complex and diverse nature of an educator's responsibilities, duties, and effectiveness (Mathis, 2012). Through a multiple measure and independent metric approach, NEE seeks to provide educators, building-level leaders, and district office personnel the clearest and most rich dataset possible to advance educator effectiveness for individuals, buildings, and districts.

NEE also recognizes the differentiation in professional duties across educators within a building. NEE provides evaluative modules for (1) teachers, (2) principals, (3) speech-language pathologists, (4) school librarians, (5) school counselors, (6) instructional coaches, and (7) paraprofessionals. By providing evaluation tools for different roles, NEE facilitates more relevant and meaningful conversations in formative and summative evaluations.

Every evaluation component within NEE is linked to professional development through our online professional development library, EdHub. The library has been created to significantly increase the access of high-quality educator development materials for educators from urban to extremely rural locations. EdHub has been successful in acquiring additional funds from the Bill and Melinda Gates Foundation to create and offer some of the topic strands of modules within the library. This effort to collectively build an integrated platform of learning for all educators within NEE to access is a vital component of our mission. Current topic strands include but are not limited to: Assessment, Beginning Teacher Assistance, Classroom Management, Data Analysis, Video Examples, Instructional Strategies, Social-Emotional Learning, and Professional Practices.

The NEE teacher evaluation system includes the following measures: classroom observations, professional development plans, unit of instruction plans, and the NEE Student Survey. Local schools decide which measures to incorporate in their teacher evaluation processes.

Classroom Observations: NEE recommends principals conduct classroom observations six to eight times per evaluation cycle per teacher. Classroom observations are conducted on three to five locally selected indicators of effective teaching practice. Principals score the observations using a standard rubric for each indicator and enter their scores in an online database that stores data on every educator in the district and automatically generates reports.

The classroom observation scoring rubric used in NEE is not merely a checklist, nor does it categorize teachers. Instead, it asks principals to assign a continuous score for discrete teaching behaviors. The rubric scale is from 0 to 7, with anchor descriptions provided at scores of 1, 3, 5, and 7. Scores are given for each teaching behavior separately; for instance, a teacher may score a "2" on "promotes critical thinking" but a "6" on "positive interactions with students." Therefore, teachers get detailed and independent feedback on areas of strength and areas needing improvement, which is the most effective kind of feedback for promoting growth.

Professional Development Plan: The purpose of the Teacher Professional Development Plan (TPDP) is to align an individual teacher's professional development plan to the goals of the school and district. This helps teachers to construct a specific, focused timeline of professional development activities centered on one goal and generates conversations about their professional development throughout the evaluation cycle.

The professional development plan is structured as a continual check-in between the administrator and teacher. Sample elements of the professional development plan include: "Uses data to determine professional development goals," "Cites research to inform and justify professional development activities," and "Includes collaboration with other educators."

Unit of Instruction: The NEE Unit of Instruction (UOI) continues the practice of using lesson plans as factual evidence of a teacher's ability to turn written curriculum into taught curriculum. The NEE UOI is meant to be one part of the total data picture that provides teachers with meaningful feedback for ongoing growth.

The Unit of Instruction is structured as the opportunity for teachers to showcase how they turn curriculum into instruction that promotes student growth. The Unit of Instruction as an evaluation measure provides leaders the opportunity to assess the instructional planning and decision making of a teacher, as well as provides for student growth measure documentation. Sample elements of the Unit of Instruction include: "Unit objectives are aligned with Board of Education (BOE)-approved content standards and curriculum," "Includes a process of formative assessment to inform instruction and summative assessment to evaluate student learning," "Describes instructional strategies for differentiated instruction appropriate for diverse learners present in the classroom," and "Describes how the UOI will improve family and community involvement in the learning process."

Student Survey: Student surveys are an increasingly common component of teacher evaluation systems, which are classified as normal educational practices. The student survey provides teachers with feedback on areas of strengths and areas needing improvement, linked to specific, concrete teacher behaviors rather than global ratings. Research suggests this is the most effective kind of feedback for promoting growth. On the survey, students rate their teachers from 0 to 3 on a Likert scale for each indicator of teaching effectiveness. Sample items include: "This teacher makes us use the vocabulary we learn," "This teacher tells us the goals for each lesson," "This teacher makes us explain our answers," and "This teacher gives us choices in our classwork."

Training: As part of onboarding as a NEE district, each administrator within the district participates in training of the evaluation process. The majority of training is spent on using the classroom observation scoring rubric and calibrating evaluators with each other. Initial training involves two days of instruction, followed by a one-day re-calibration session each subsequent year. Training is carefully designed to follow best practices. NEE uses a "rater error" training approach in which raters are trained to recognize and avoid making leniency errors and halo errors, and to use the full scale. Raters are trained to begin with a rating of "3" and then only move up or down the scale if the evidence clearly justifies doing so. NEE also uses a "performance dimension" training approach in which raters learn to understand common teaching practices through discussion and literature review. The NEE classroom observation rubric includes several teaching practices that reflect different types of observable behaviors that have been found to contribute to student learning (e.g., Muijs et al., 2014; Van der Lans et al., 2018). Finally, NEE also uses a "practice-with feedback" training approach in which raters watch and rate carefully selected videos of authentic classes that portray a range of teaching effectiveness (across a range of subjects and grade levels). Together, these training approaches reduce error and increase accuracy (Chafouleas, 2011; Woehr & Huffcutt, 1994). At the end of training, principals take an exit exam in which they independently rate videos of authentic classroom teaching episodes. Their ratings on the exams are compared to master scores, which were provided by rubric developers and selected principals who had substantial experience using the rubric in authentic observations. The master scoring process involves several expert raters who determine ratings independently followed by small-group discussion to justify scores and resolve discrepancies. The process is repeated with a second group of expert raters to ensure master scores are robust.

Other components addressed as part of training include providing effective feedback to teachers; guided instruction on linking evaluation and professional development for building leadership teams, district leadership teams, professional learning communities, and individual teachers; walkthroughs of the NEE Data Tool and EdHub; and introductory conversations about the other evaluation measures and modules available within the Network for Educator Effectiveness.

IMPLEMENTATION PROCESS

NEE has a well-defined induction process that provides districts with a specific set of steps to follow for successful long-term adoption. The NEE induction process allows for some degree of flexibility for each district. The following is a sequence of induction steps used to onboard districts:

I. Awareness Sessions and Decision to Join NEE: Awareness sessions are presented to review NEE components and processes. Awareness sessions are led by a NEE staff member to provide all key district and building-level stakeholders the opportunity to review measurement instruments (rubrics, surveys, organizers, etc.), participate in question-and-answer forums, and see demonstrations of the NEE Data Tool and EdHub.

II. Development of District NEE Implementation Plan: NEE assists each district in the development of a local NEE implementation plan. This allows each district to address local needs and provides them with a clear roadmap to their desired objectives. The plans describe the key personnel involved and an estimated timeline for key implementation events.

III. Orientation for Administrators and Teachers: A critical step in successful implementation and long-term impact of NEE at the classroom level is the orientation of all administrators and instructional staff. NEE suggests this be done in the spring of the school year prior to implementing NEE in August. Providing this long window of time for questions and answers typically helps in a smooth implementation because teachers and staff do not feel they have been rushed into an unfamiliar situation. NEE provides a wide range of orientation materials to give administrators and teachers a number of methods to complete the orientation process.

IV. New Evaluator Training for All Evaluators: NEE will work with the district to schedule a New Evaluator Training session in late May or early June, during which all evaluators will receive their initial NEE training. When multiple districts in a region join NEE at the same time, NEE will bring those districts together to conduct the training, creating a more robust learning experience. The two-day training is the initial step of a multi-year training program that NEE has successfully used to increase the inter-rater reliability of nearly 2,000 evaluators. By joining NEE, districts agree that their evaluators will attend follow-up half-day trainings each summer after the initial year of NEE implementation. NEE tests every training event participant each summer after their training experience and uses this data for participant intervention in the case of poor rating scores and for internal analysis to determine modifications to future training events. While the focus of the NEE New Evaluator Training session is building greater inter-rater reliability between evaluators using NEE's extensive library of classroom video segments, time also is allocated to train evaluators on how to properly provide specific, actionable feedback to teachers after each classroom observation.

V. Teacher "Intro to NEE" Online Mini-Course: As teachers and other instructional staff return to school from summer break, they are provided with their NEE Data Tool logins and login instructions to access the online educator training resource library in the Data Tool. This library contains more than 500 online interactive learning activities on a wide range of education topics. The first online activity teachers are instructed to complete is the "Intro to NEE." The intro module provides teachers with a refresher of key NEE concepts provided in the spring orientation and adds specific details on how to access their data reports in the Data Tool, the extensive collection of resources in the Data Tool's "Help and Resources" section, and how to use the online educator training resource library for their professional growth efforts in unison with the evaluation-related feedback provided by their supervisor during the school year.

VI. Follow-up Calibration Visit from NEE Member Services Staff: Typically in the fall, after five to eight weeks of school have been completed, a NEE Member Services staff member will contact each school that started NEE that year for an on-site visit to provide follow-up support to principals. This could include a small group "Calibration Walk" where local principals and the NEE staff person perform two to three walkthroughs in one

building, then have debrief conversations to ensure the principals are following the NEE observation protocols and to reinforce the concepts of inter-rater reliability covered during the summer training. These "Calibration Walk" activities provide an opportunity for administrators to ask questions and learn tips from the NEE Member Services staff person.

Another helpful resource for continued evaluator observation reliability training is the Classroom Observation Scoring Practice Modules in EdHub. These resources provide evaluators with an extensive set of master-scored classroom video segments across a wide variety of performance indicators, subjects, and grade levels for principals to improve their observation scoring practices. NEE districts also use these video segment resources during admin meetings during the school year to continue to build strong inter-rater reliability within the admin team. This activity is among a set of recognized "NEE Best Practices" that are shared with district leaders as their district enters NEE. These best practices and NEE-specific protocol build stronger leadership skills and behaviors in building leaders. In fact, an interesting trend has been noticed in Missouri principal-position hiring notices: Job postings have included "NEE Training Completion/Experience Preferred" as a desired characteristic of potential candidates. This is evidence that NEE is superior to the standard training process.

WRITTEN RESPONSE TO EVALUATION

The Network for Educator Effectiveness allows for employees to respond to the summative evaluation in two ways, as determined by the district: paper signature or electronic signature. Examples of both options are available on the following pages. A signature indicates that an employee has viewed the summative evaluation. An employee signature is required before a summative evaluation can be considered complete.

WRITTEN RESPONSE TO EVALUATION: PAPER OPTION

Summative Report of Educator Effectiveness

Susie Teacher 12 years of Experience

Positions: Teacher Subject Areas: ELA/Communication Arts

Buildings: NEE High School

Indicator 1.2 - The teacher cognitively engages students in the content.

Classroom Observation

Observed 2 times with a mean of 4.5
Doss Building, NEE High School, NEE Middle School: Mean of 4.7
NEE School District, NEE Summer Training District: Mean of 4.5

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.0

Professional Development Plan

3 Professional Development Plan with a mean of 4.0

Indicator 2.2 - The teacher sets and monitors student goals.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.7

Indicator 2.3 – The teacher uses theory- and research-based strategies.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.7

Indicator 3.1 - The teacher implements curriculum standards.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.2

Indicator 3.2 - The teacher develops lessons for diverse learners.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.7

Professional Development Plan

3 Professional Development Plan with a mean of 4.0

Indicator 4.1 - The teacher uses instructional strategies that lead students to problem-solving and critical thinking.

Classroom Observation

Observed 2 times with a mean of 4.5
Doss Building, NEE High School, NEE Middle School: Mean of 4.1
NEE School District, NEE Summer Training District: Mean of 3.8

Unit Of Instruction

3 Unit Of Instruction with a mean of 1.7

Indicator 4.2 - The teacher effectively uses appropriate instructional resources to enhance student learning.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.0

Indicator 5.3b - The teacher establishes secure teacher-student relationships.

Classroom Observation

Observed 1 time with a mean of 4.0
Doss Building, NEE High School, NEE Middle School: Mean of 5.2
NEE School District, NEE Summer Training District: Mean of 4.7

Indicator 7.2 - The teacher uses assessment data to improve learning.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.3

Indicator 7.4 - The teacher monitors the effect of instruction on the whole class and individual learning.

Classroom Observation

Observed 1 time with a mean of 3.0
Doss Building, NEE High School, NEE Middle School: Mean of 3.8
NEE School District, NEE Summer Training District: Mean of 3.8

Indicator 8.1 - The teacher engages in self-assessment and improvement.

Professional Development Plan

3 Professional Development Plan with a mean of 3.9

Indicator 8.2 - The teacher seeks and creates professional learning opportunities.

Professional Development Plan

3 Professional Development Plan with a mean of 3.9

Indicator 9.2 - The teacher collaborates within historical, cultural, political, and social contexts to meet the needs of students.

Unit Of Instruction

3 Unit Of Instruction with a mean of 2.3

Indicator 9.3 - The teacher cooperates in partnerships to support student learning.

Professional Development Plan

3 Professional Development Plan with a mean of 3.7

Summative

Teacher Comments

A summative meeting with my principal/supervisor was held and I verify we reviewed the contents of this Summative Report and the teacher has not verified it.

Supervisor Comments

Is the teacher eligible for reemployment? Yes

Has met expectations for growth in student learning. Yes

These are the supervisor comments that have been entered and saved.
By Loesing, Cathie on 4/19/2019 3:44:18 PM

Signatures

Evaluator: _____ Date: _____

Teacher: _____ Date: _____

The teacher's signature does not indicate agreement or disagreement with the summative evaluation. The teacher's signature signifies that s/he has received the summative evaluation document and has had an opportunity to review it.

WRITTEN RESPONSE TO EVALUATION: ELECTRONIC OPTION

Summative Report February 19, 2018 - April 19, 2019

Susie Teacher Teacher | Elementary Classroom

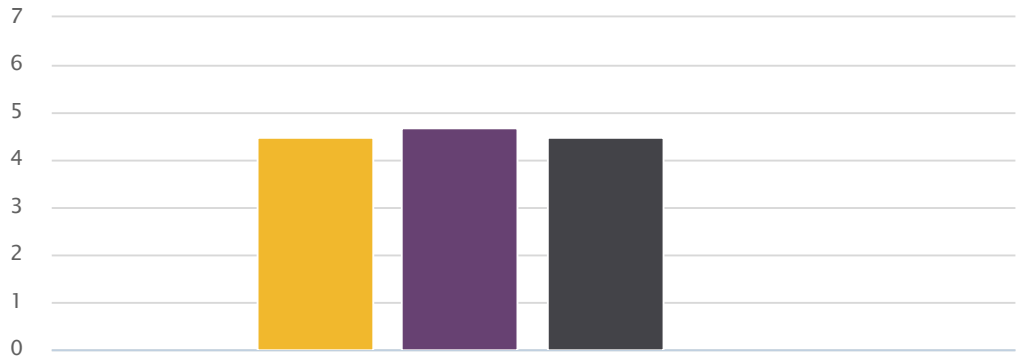
12 years experience. NEE High School

Indicator 1.2 - The teacher cognitively engages students in the content.

Classroom Observation

4.5

Mean



Susie Teacher: Observed 2 times with a mean of 4.5

Doss Building, NEE High School, NEE Middle School: Mean of 4.7

NEE School District, NEE Summer Training District: Mean of 4.5

Unit Of Instruction

2.0

Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.0

Professional Development Plan

4.0

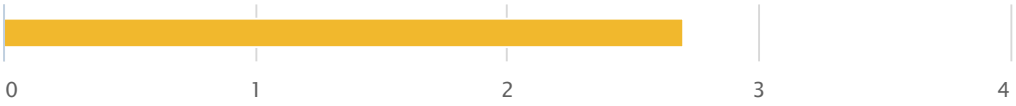
Mean

Susie Teacher: 3 Professional Development Plans with a mean of 4.0

Indicator 2.2 - The teacher sets and monitors student goals.

Unit Of Instruction

2.7
Mean

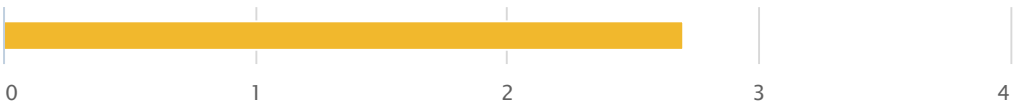


Susie Teacher: 3 Units of Instruction with a mean of 2.7

Indicator 2.3 – The teacher uses theory- and research-based strategies.

Unit Of Instruction

2.7
Mean



Susie Teacher: 3 Units of Instruction with a mean of 2.7

Indicator 3.1 - The teacher implements curriculum standards.

Unit Of Instruction

2.2
Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.2

Indicator 3.2 - The teacher develops lessons for diverse learners.

Unit Of Instruction

2.7
Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.7

Professional Development Plan

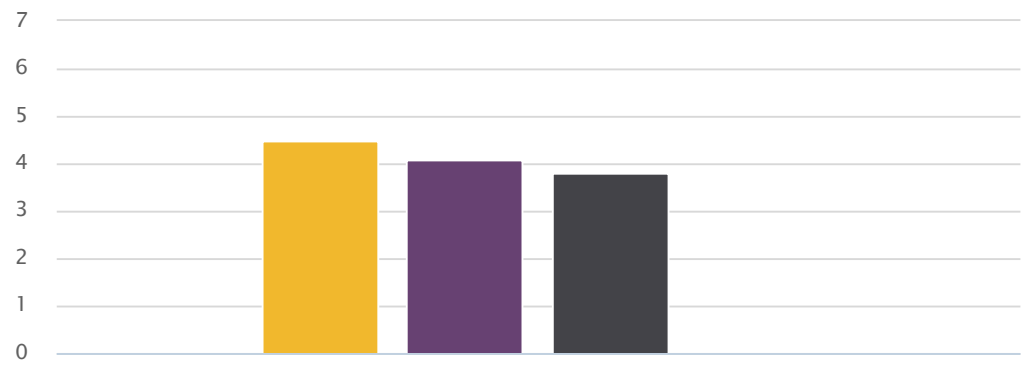
4.0
Mean

Susie Teacher: 3 Professional Development Plans with a mean of 4.0

Indicator 4.1 - The teacher uses instructional strategies that lead students to problem-solving and critical thinking.

Classroom Observation

4.5
Mean



Susie Teacher: Observed 2 times with a mean of 4.5

Doss Building, NEE High School, NEE Middle School: Mean of 4.1

NEE School District, NEE Summer Training District: Mean of 3.8

Unit Of Instruction

1.7

Mean

Susie Teacher: 3 Units of Instruction with a mean of 1.7

Indicator 4.2 - The teacher effectively uses appropriate instructional resources to enhance student learning.

Unit Of Instruction

2.0

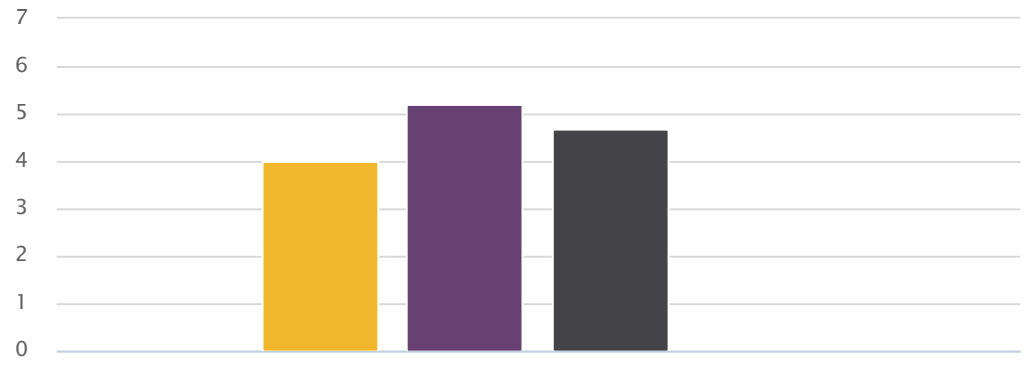
Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.0

Indicator 5.3b - The teacher establishes secure teacher-student relationships.

Classroom Observation

4.0
Mean



Susie Teacher: Observed 1 time with a mean of 4.0

Doss Building, NEE High School, NEE Middle School: Mean of 5.2

NEE School District, NEE Summer Training District: Mean of 4.7

Indicator 7.2 - The teacher uses assessment data to improve learning.

Unit Of Instruction

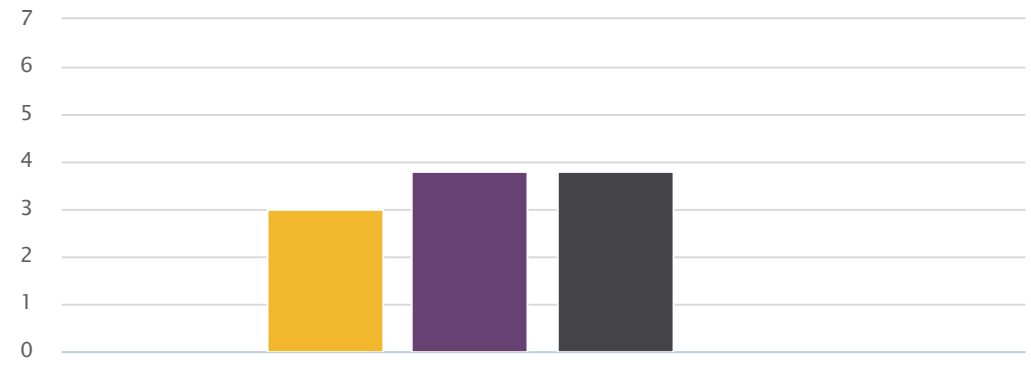
2.3
Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.3

Indicator 7.4 - The teacher monitors the effect of instruction on the whole class and individual learning.

Classroom Observation

3.0
Mean



Susie Teacher: Observed 1 time with a mean of 3.0

Doss Building, NEE High School, NEE Middle School: Mean of 3.8

NEE School District, NEE Summer Training District: Mean of 3.8

Indicator 8.1 - The teacher engages in self-assessment and improvement.

Professional Development Plan

3.9
Mean

Susie Teacher: 3 Professional Development Plans with a mean of 3.9

Indicator 8.2 - The teacher seeks and creates professional learning opportunities.

Professional Development Plan

3.9
Mean

Susie Teacher: 3 Professional Development Plans with a mean of 3.9

Indicator 9.2 - The teacher collaborates within historical, cultural, political, and social contexts to meet the needs of students.

Unit Of Instruction

2.3
Mean

Susie Teacher: 3 Units of Instruction with a mean of 2.3

Indicator 9.3 - The teacher cooperates in partnerships to support student learning.

Professional Development Plan

3.7
Mean

Susie Teacher: 3 Professional Development Plans with a mean of 3.7

Summative

Teacher Comments

A summative meeting with my principal/supervisor was held and I verify we reviewed the contents of this Summative Report. **No**

Supervisor Comments

These are the supervisor comments that have been entered and saved.

By Loesing, Cathie on April 19, 2019

Reemployment

Is the teacher eligible for reemployment?

Yes

Growth in Student Learning

Has met expectations for growth in student learning.

Yes

Completed Information

Completed By:Cathie Loesing

Completed On:April 19, 2019

If a physical signature is required by your school district, please print this document and sign to meet signature requirements.

Signature: _____

CONTACT

NETWORK for EDUCATOR EFFECTIVENESS

In affiliation with the University of Missouri

ADDRESS
2800 Maguire Blvd.
Columbia, MO 65211

WEB
NEEAdvantage.com

EMAIL
nee@missouri.edu

PHONE
844-793-4357

© Copyright 2022 by the Curators of the University of Missouri. All rights reserved.
No part of this work may be reproduced or transmitted by any means.

NETWORK for EDUCATOR EFFECTIVENESS

In affiliation with the University of Missouri

www.NEEAdvantage.com

About NEE

The Network for Educator Effectiveness is a comprehensive educator evaluation system with a purpose: to grow teachers and improve schools. NEE brings together classroom observations with multiple measures of effectiveness in a secure online portal designed to record feedback, start meaningful conversations, and provide high-quality resources for educator growth and development. NEE was developed in 2011 at the University of Missouri's College of Education & Human Development.

Who We Serve

320 districts

1,075 buildings

37,183 teachers

373,342 students

NEE works with schools in five states - Missouri, Nebraska, Kansas, Illinois, and Florida - and continues to add more.

NEE NETWORK for EDUCATOR EFFECTIVENESS

NEE Membership Includes:

- **Training for school leaders**
  NEE training focuses on effective evaluation and feedback practices to support teacher growth.

- **Access to the NEE Data Tool**
  The online platform securely manages evaluation data and provides reports to stay organized.

- **Access to the EdHub Library**
  More than 500 modules for self-paced, individual learning are available in the online platform.

- **Classroom observation rubrics**
  Access to 27 rubrics that schools select from to use in their classroom observations.

- **Student survey and multiple measures**
  NEE provides multiple measures for schools to incorporate in teachers' evaluations, if desired.

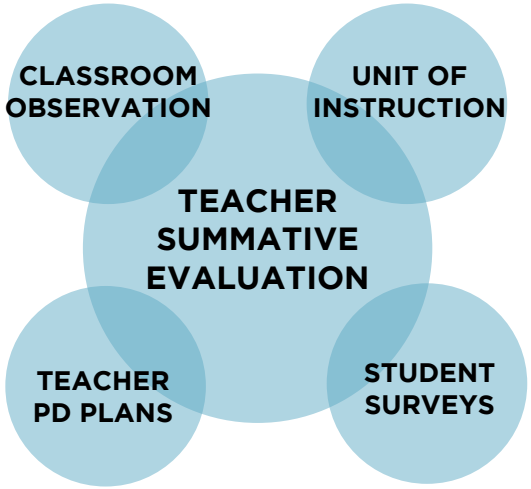
- **School specialist evaluations**
  Evaluation tools are available for principals, counselors, instructional coaches, and others.

All NEE services are packaged and provided to schools at one cost based on student count.

NEE NETWORK for EDUCATOR EFFECTIVENESS

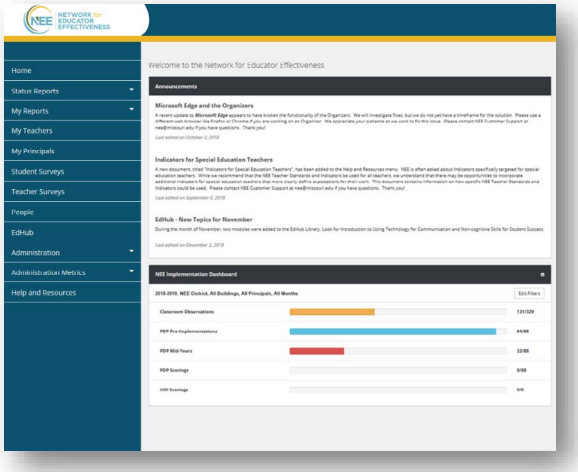
NEE Teacher Evaluation

A comprehensive framework to promote growth



MULTIPLE MEASURES OF EFFECTIVENESS

Four measures are available for schools to use in their teacher evaluation processes. Schools select which measures to incorporate.



ENTERED IN AN ONLINE PLATFORM

NEE evaluation data comes together in the **NEE Data Tool**, a secure online platform designed to help school leaders streamline evaluations.

LINKED TO PROFESSIONAL LEARNING

Through the Data Tool, NEE schools enjoy access to EdHub, a unique web-based resource library with more than 500 professional learning activities.

NETWORK for EDUCATOR EFFECTIVENESS

Additional Support

In addition to teachers, NEE provides evaluation tools aligned to the unique professional standards for:

- Principals
- Speech-language pathologists
- School librarians
- School counselors
- Instructional coaches
- Paraprofessionals

DEDICATED SUPPORT FOR YOUR SCHOOL
NEE's Member Services team works side-by-side with your district on training and implementation. All NEE Member Services representatives are experienced K-12 educators with administrative experiences. When you call or email the NEE Help Desk, you get a real person who will answer your questions promptly and expertly.

NEE NETWORK for EDUCATOR EFFECTIVENESS

The NEE Data Tool

ONLINE EVALUATION SYSTEM

The NEE Data Tool is a custom-built, password-protected online platform that gives administrators a powerful tool for evaluation insights and data-driven decision-making. All district personnel who are evaluated using the NEE system have access to the NEE Data Tool.

With the NEE Data Tool, school leaders can:

COMPLETE CLASSROOM OBSERVATIONS

Principals can score classroom observations and provide feedback for teachers to view.

EVALUATE OTHER NEE COMPONENTS

Launch student surveys, upload and evaluate the TPDP and/or UOI.

VIEW REPORTS & TRENDS

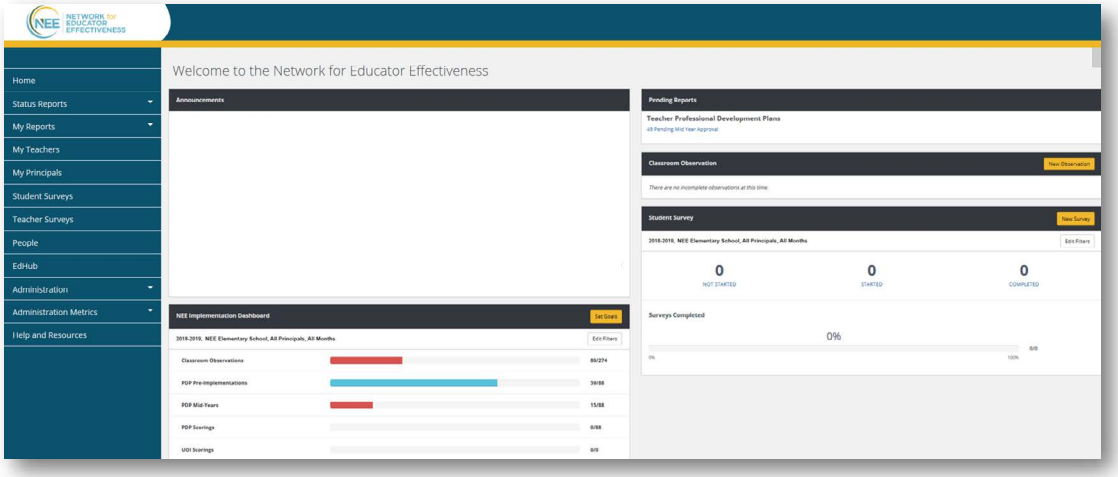
Numerous reports help administrators stay organized and view evaluation trends.

STREAMLINE SUMMATIVE REPORTS

NEE evaluation data comes together in one summative report to save administrators time.

ACCESS EDHUB

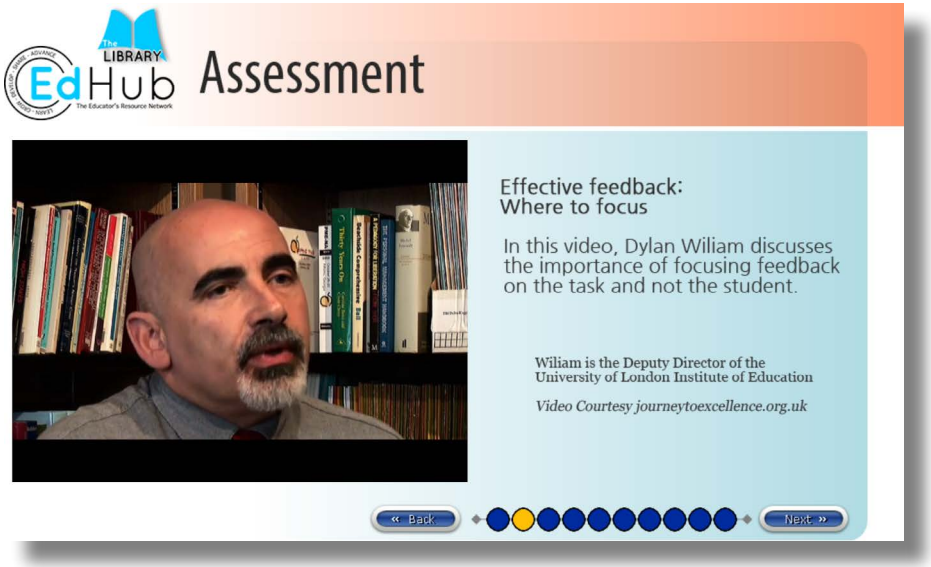
Both administrators and teachers can access EdHub.



NETWORK for EDUCATOR EFFECTIVENESS

EdHub
The Educator's Resource Network

Every evaluation component within NEE is linked to professional development through NEE's online professional learning library, EdHub, which is accessed through your NEE Data Tool login.



In EdHub, there are 500 professional learning resources available on the following topics:

Assessment
Beginning Teacher Assistance
Building Instructional Skills
Classroom Management
Classroom, School & Community Culture
Collaboration for Student Success
Communication
Content Knowledge and Cognitive Engagement
Culturally Responsive Teaching
Curriculum
Data Analysis
Educational Leadership
Indicator Scoring Practice Videos
Indicator Video Exemplars
Instructional Strategies
MSIP-6 Resources
NEE Training Materials
Peer Observation
Professional Practices
Remote Teaching & Learning
School Board Members
Special Education
Student Learning, Growth & Development
Technology
Unit of Instruction Examples
Webinar Library

NEE NETWORK for EDUCATOR EFFECTIVENESS

NETWORK for EDUCATOR EFFECTIVENESS

CONTACT

(844) 793-4357

nee@missouri.edu

www.NEEAdvantage.com

In affiliation with the University of Missouri

Board of Education Reviewed for First Reading: Monday, July 14.2025

Educator Evaluation System: Network for Educator Effectiveness (NEE) Framework

Purpose:

- The Board of Education is committed to supporting the continuous growth and professional development of all educators. To ensure quality instruction and improved student outcomes, the district adopts the **Network for Educator Effectiveness** (NEE) model as the official framework for the evaluation of certified staff.
- This policy outlines the structure, implementation, and expectations associated with educator evaluations under the NEE model.

Evaluation System Definitions:

- **NEE (Network for Educator Effectiveness):** A research-based evaluation system developed by the University of Missouri to support the development of effective teaching practices through meaningful feedback and data-driven decisions.
- **Certified Staff:** Includes all district employees who hold a valid educational certification.
- **Evaluator:** A trained and fully licensed administrator or supervisor responsible for conducting evaluations in accordance with the NEE model.
- **Evaluation Cycle:** The annual process of collecting, analyzing, and reporting data related to educator performance.
- **Probationary Staff:** Certified staff in their first through third year of teaching or educational service who are in the process of completing the district's probationary evaluation requirements.
- **Permanent Staff:** Certified staff who have completed at least three years of teaching or educational service and have successfully met all probationary evaluation requirements.
- **Formal Observation:** A scheduled classroom observation that spans an entire instructional block, typically arranged in advance between the evaluator and the teacher.
- **Informal Observation:** A brief, informal classroom visit, generally unannounced, and not scheduled in advance by the evaluator.

Policy Guidelines:

1. Evaluation Framework

The NEE model includes multiple components to measure educator effectiveness:

- *Classroom observations using NEE indicators (e.g., 1.2, 4.1, 5.1, 7.4, 9.2)*
- *Professional Development Plans (PDPs)*
- *Unit of Instruction analysis*

- *Student Surveys of Instructional Practice*
- *Additional district-approved data sources (e.g., student growth data, leadership goals)*

2. Frequency of Evaluation

- **Probationary Teachers:** Evaluated annually, with a **minimum of two formal observations**, **six informal observations,** and a **summative conference.**
- **Permanent Teachers:** Evaluated annually, with a **minimum of one formal observation**, **four informal observations**, and a **summative conference.**
- **Administrators and Instructional Leaders:** Evaluated annually with goals aligned to district priorities and leadership competencies within the NEE Leadership model.

3. Use of Evaluation Results

- Evaluation data will be used to:
  - Support professional growth and reflective practice
  - Identify strengths and areas for improvement
  - Inform individualized professional development
  - Support employment decisions as outlined in state law and district policy

Implementation Procedures

Training

- All evaluators must complete NEE training to ensure fidelity and consistency across the district. Teachers will receive orientation to the NEE model annually.

Confidentiality

- All evaluation data will be maintained in a confidential manner in accordance with applicable laws and policies.

Appeal Process

- Certified staff may request a review of evaluation findings through the district's established grievance or appeal process.

Continuous Improvement

- The district will annually review NEE implementation data, survey feedback, and evaluation trends to ensure the system remains supportive, fair, and aligned with district goals.

Legal References:

- **Neb. Rev. Stat. § 79-828** – Contractual obligations, probationary and permanent teacher status, and evaluation procedures
- **Nebraska Department of Education Rule 10** – Regulations and accreditation requirements for the evaluation of certificated staff
- **Family Educational Rights and Privacy Act (FERPA)**

Additional Information:

- Supporting documents aligned with this evaluation system accompany **Policy #4150**

Date of First Reading: July 14, 2025
Date of Second Reading: August 11, 2025
Date of Adoption: August 14, 2025

Students (& Employees)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

District OR-1 Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

District OR-1 Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students:

- **Ms. Linde Walter**, Director of Student Services and Programs, 425 F. Street, Palmyra, NE, 68418, walter.lin@districtor1.net

Employees and Others:

- **Mr. Michael T. Hart**, Superintendent, 425 F. Street, Palmyra, NE, 68418, hart.mic@districtor1.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

District OR-1 Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition,

sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act,

then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity if the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education to present his or her appeal. The Board or Committee of the Board of Education may, in its discretion, issue a written determination about the appeal. The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:
The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:
Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary),

to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. <u>Preventive Measures</u>:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: July 14.2025

Students

Identification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

The Superintendent or designee shall develop and implement such criteria to identify high ability learners and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03
NDE Rule 3

Date of Adoption: July 14.2025

Students
Student Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "l," which provides further specifics of student fees and materials required of students for the **2024-2025** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities mean student activities or organizations that are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the **2024-2025** school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

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

(10) Breakfast and lunch programs. Students shall be responsible for items that students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items that the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

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

CERTIFICATION

On the **14th day of July, 2025** the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____
Superintendent or Other Authorized School Official

Legal Reference:	Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1. Neb. Rev. Stat. §§79-241, 79-605, and 79-611(Transportation) Neb. Rev. Stat. §79-2104 (student files or records) Neb. Rev. Stat. §79-715 (eye-protective devices) Neb. Rev. Stat. §79-737 (liability of students for damages to school books) Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services) Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)
Date of Adoption:	March 13, 2017
Date of Revision:	July 14, 2025

Students
Student Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "l," which provides further specifics of student fees and materials required of students for the **2024-2025** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities mean student activities or organizations that are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the **2024-2025** school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

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

(10) Breakfast and lunch programs. Students shall be responsible for items that students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items that the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

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

CERTIFICATION

On the **14th day of July, 2025** the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____
Superintendent or Other Authorized School Official

Legal Reference:	Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1. Neb. Rev. Stat. §§79-241, 79-605, and 79-611(Transportation) Neb. Rev. Stat. §79-2104 (student files or records) Neb. Rev. Stat. §79-715 (eye-protective devices) Neb. Rev. Stat. §79-737 (liability of students for damages to school books) Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services) Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)
Date of Adoption:	March 13, 2017
Date of Revision:	July 14, 2025

Students

Foster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

Students to be Transported

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

School of Origin

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

Costs

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

Oversight, Implementation, and Administration

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

Instruction

Parental/Community Involvement in Schools

District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form that may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information, including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decision-makers when their child may be subjected to a standard norm-referenced or criterion-referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision-makers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision-makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:\

    - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
    - Mental or psychological problems of the student or the student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision-makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

Date of Adoption: February 13, 2017
Date of Review: July 14, 2025

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District's commitment to all students, the Board hereby implements a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

	Tier 1: Universal Supports		
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared Leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify patterns or

	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 interventions and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and a structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem-solving and goal-setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
Tier 3: Intensive, Individualized Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.

ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.

iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.

ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.

iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.

ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.

ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.

iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Discussion and Adoption: (July 14, 2025)

Instruction

Electronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy. For further information, please refer to Policy #5101 (Student Discipline).

Legal Reference: LB 140 (2025)

Date of Adoption: July 14, 2025

NASB LEGISLATIVE NOTES

TRACKING THE 2025-26 LEGISLATURE FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

JUNE 2025

2,000,000 Nebraskans | 329,000 Students | 1,700 Locally Elected School Board Members | 260 Member Districts/ESUs | ONE NEBRASKA

109th Legislature, 1st Session - February 13, 2025 - Day 26 of 90 - https://members.nasbonline.org/government-relations

BILLS TRACKED / TESTIFIED
112 / 67

SUPPORT / OPPOSE
31 35

SBMs WHO SAT IN THE CHAIR ON OUR BEHALF!
13!

CALL FOR LEGISLATIVE PROPOSALS

DUE JULY 1

If there is anything you'd like to see added, amended or removed from NASB's Advocacy Handbook in future years, submit your proposal at

https://members.nasbonline.org/government-relations/legislative-proposals

(copy/paste for the full link)

NASB Nebraska Association of SCHOOL BOARDS

EDUCATION COMMITTEE
Sen. Dave Murman, Chair
Sen. Jana Hughes, Vice Chair
Sen. Danielle Conrad
Sen. Megan Hunt
Sen. Margo Juarez
Sen. Dan Lonowski
Sen. Glen Meyer
Sen. Rita Sanders

SINE DIE ... A 2025 LEGISLATIVE SESSION WRAP
WHAT THEY ATE, WHAT GOT COLD, AND WHAT'S STILL ON THE TABLE

The 2025 90-Day Session has reached its end ... Will there be a Special Session? Time will tell. Here is a wrap-up of everything that has transpired since early January!

WHAT THEY ATE (WHAT PASSED)

There was a BIG appetite for policy changes and mandates. Many of these bills did not look the same as they did when introduced in January.

LB 89 (Kauth) Adopt the Stand With Women Act - student sports (not spaces). Requires designation of sports as boys, girls, or coed. Prohibits participation of boys in girls' sports. Allows participation of girls in boys sports if there is no female team available. Requires policy adoption.

LB 140 (Sanders on behalf of the Governor) Require school policies relating to use of electronic communication devices by students - student cell phone use

LB 390 (Murman) Require each school board to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information - library materials

LB 428 (Murman) Change provisions relating to school policies on the involvement of parents, guardians, and educational decisionmakers in schools - parental involvement. Requires policy adoption related to parental rights to now include rights regarding surveys given to students.

ADVOCATE FOR LOCAL CONTROL - BUILD TRUST - SHARE YOUR STORY

Leadership | Innovation | Vision | Engagement | #liveNASB | #weLIVEhere

WHAT THEY ATE (WHAT PASSED) ... CONTINUED

LB 457 (Bostar) Require anaphylaxis policies for school districts and licensed child care facilities and provide a limit on the amount an insured is required to pay by an insurance policy or benefit plan for epinephrine injectors - students with allergies. Mandates new policy regarding emergency protocols for students at risk for anaphylaxis. Mandates NDE provide a model policy.

There was a smaller appetite for changes in school finance. Many of these were also watered down.

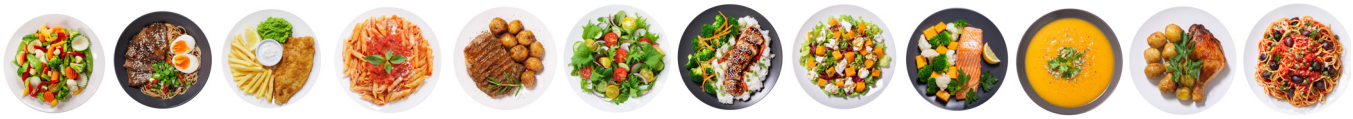
LB 303 (Hughes at the request of the governor) - ~~Change provisions relating to foundation aid and certain certification dates and provide for base levy adjustments under TEEOSA and~~ create the School Finance Reform Commission - Creates School Finance Review Commission to include school board members. ***We hope to see the members of the Commission appointed within the next 30 days.***

LB 497 (Murman) Provide for admission of and participation in extracurricular activities by certain students that are not residents of the school district - Passed as an AM to LB 306, participation in extra curricular activities. Provides for admission of and participation in extracurricular activities by certain students that are not residents of the school district. Requires admission of a student not enrolled to participate in extracurricular activities if the district where the student resides does not offer the extracurricular activity in which the student desires to participate.

LB 625 (Dover) Provide for the establishment of a database of financial information from all school districts in the state - Passed as an AM to LB 306, creates new school spending website

LB 645 (Ballard at the request of the Governor) Change provisions relating to the School Retirement Fund - reduces retirement contribution by employee/employer by 2%

The Budget ... Eliminated year two funding for mandated ACT tests. Looking for an alternate revenue source.



Other Items That Passed This Session

LB 84 (Rountree) Adopt the School Psychologist Interstate Licensure Compact

LB 143 (Rountree) Change provisions relating to student enrollment - for students of military families.

LAWMAKING IN NEBRASKA: INTRODUCTION, COMMITTEE, GENERAL FILE, SELECT FILE, FINAL READING, GOVERNOR

Other Items That Passed This Session (continued)

LB 150 (Bosn) - Adds school contract worker to employee definition to allow for criminal prosecution under sexual assault statutes.

LB 296 (Arch) Require the State Department of Education to create a centralized education records system and employ registrars relating to students under the jurisdiction of the juvenile court and change provisions relating to graduation requirements and the State Department of Education Improvement Grant Fund

LB 383 (Storer at the request of the Governor) Adopt the Parental Rights in Social Media Act

LB 504 (Bosn at the request of the Governor) Adopt the Age-Appropriate Online Design Code Act

LB 521 (Sanders) Change and eliminate provisions relating to the Election Act

LB 647 (Revenue) - Expands Nebraska educational savings plan trust to include K-12.

WHAT GOT COLD (ITEMS THEY HAD NO APPETITE FOR)

LB 31 (Conrad) - Student data and surveillance

LB 122 & LB 691 - Mandating state/national motto, and Ten Commandments in schools

LB 135 - Bond limitations

LB 300 & LB 682 - Changes to Superintendent pay/contracts

LB 389 - Eliminate ESU levy authority

LB 440 - Mandated paid sick leave under FMLA without use of sick/vacation time by covered employee

LB 550 - Release Time for Religious Instruction

LB 653 - Option enrollment for students in special education

DID YOU KNOW ... This Session we strategically tapped into EXPERTS who also serve on their local board for research, feedback, and testimony on topics like: Board of Educational Lands & Funds; Bonds; ESUs / ESU 101; Option Enrollment; Religious Release Time; Science Curriculum Mandates; Student Safety; and more!

THANK YOU!

RE-HEATING FOR NEXT YEAR?

While any of the items that "Got Cold" from above are still on the table for next year, the following are tightly sealed in Tupperware (for now), with the possibility of being reopened at any point in next year's 60-Day Session.

LB 89: The "Spaces" portion of Sports/Spaces

LB 213 - Science Education standards

LB 384 - "Pink Post Card" changes

LB 426 - Mandated flag education

LB 463 - Mandated cardiac plans

LB 538 - Mandated discrimination policy and training

LB 670 - Safety Plan streamlining

LB 652 & LR 28 CA - Board of Education Lands/Funds changes

WHAT'S ON THE MENU IN WASHINGTON?

NASB continues to monitor activity at the federal level and has been in communication with our federal delegates. Of note, members will be engaging in person with Congressman Bacon through an in person meeting on Thursday, August 14 in Omaha.

Last November, the Congressman wrote a letter to Chairman Cole expressing support for increased IDEA funding. Our membership was very appreciative of his efforts. This is a good way to not only thank him for those efforts, but get some personal time, while he is back home to speak with school board members and district leaders.

We are also communicating with Senator Fischer about provisions of the 'Big Beautiful Bill' and its impact on Nebraska. There are concerns about a federal voucher program and cuts to Medicaid that could impact funding for K-12 back in Nebraska. More to come ...

AND FINALLY - INTERIM HEARINGS ...

INTERIM HEARINGS ...

Here's just some of the interim studies NASB will be watching and engaging in this Summer and Fall ... See the full list on the NASB Bills Page link, listed below!

LR 144 (Kauth) Interim study to examine potential changes to Nebraska's teacher certification requirements to create an apprenticeship-based pathway for persons seeking to transition into teaching grades kindergarten through twelve

LR 196 (Kauth) Interim study to study truancy in Nebraska schools

LR 202 (Sorrentino) Interim study to explore a landscape analysis of the various higher education teacher preparation programs around the state

LR 204 (Juarez) Interim study to examine the causes of burnout in kindergarten through twelfth grade teachers and its impact on teachers and students

LR 189 (Dorn) Interim study to examine the financing of public education through the Tax Equity and Educational Opportunities Support Act formula and develop recommendations for improving school funding in Nebraska

LR 259 (Armendariz) Interim study to examine the feasibility, benefits, and framework for establishing a high school agriculture student exchange program within Nebraska modeled after foreign student exchange programs

KEY LINKS AND RESOURCES

NASB Government Relations Page: https://members.nasbonline.org/government-relations
NASB Bills Page: https://nasb.enviseams.com/legislative-bills
Nebraska Legislature: https://nebraskalegislature.gov/
NASB Twitter/X: https://x.com/NASBonline
NASB Facebook: https://www.facebook.com/NASBonline/

NASB Nebraska Association of SCHOOL BOARDS

YOUR NASB LEGISLATIVE TEAM: COLBY COASH, JOHN SPATZ, MATT BELKA & LINDSEY HEADRICK

JUNE 2025

NASB BOARD NOTES

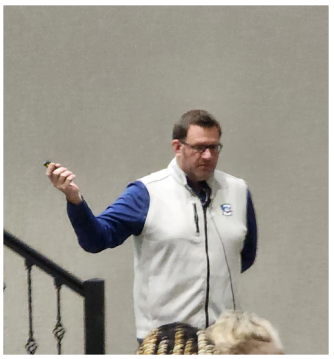
A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

NASB Nebraska Association of SCHOOL BOARDS

Leadership | Innovation | Vision | Engagement | #liveNASB | #weLIVEhere

2,000,000 Nebraskans | 329,000 Students | 1,700 Locally Elected School Board Members | 260 Member Districts/ESUs | ONE NEBRASKA

Snapshots



IN THIS EDITION OF BOARD NOTES

THIS MONTH IN ...
TRAINING, NETWORKING, ENGAGEMENT & EVENTS
SCHOOL LAW & SUNK PUTTS: IN PICTURES
LEADERSHIP WORKSHOPS: STRENGTHENING GOVERNANCE AT THE BOARD TABLE
SCHOOL FINANCE COMMISSION, DC & MORE
NASB CALL FOR LEGISLATIVE PROPOSALS DUE JULY 1
WE ARE 50 DAYS FROM AREA MEMBERSHIP MEETINGS
YOUR NASB BOARD OF DIRECTORS & STAFF
YOUR 2025 NASB AFFILIATES
... AND MUCH MORE!

THIS MONTH IN ...

Leadership Innovation Vision Engagement #liv

NASB Nebraska Association of SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260

https://members.nasbonline.org/

THIS MONTH IN ...

A quick snapshot of the various programs, services, support and events NASB has planned for its members in the coming month!

ADVOCACY & GOVERNMENT RELATIONS ... The 2025 90-Day Session has reached its end but the work continues. This Summer the NASB Legislation Committee meets to look toward 2026, we are following some Interim Studies and are excited to share a number of updates with you all this Fall at Area Membership Meetings! As always, keep tabs on both the NASB GR page and Bills page, and you'll see a quick Federal Update on Page 7 as well. Call Colby & Matt any time!

ALICAP & INSURANCE ... On July 18th the ALICAP Board of Trustees will be meeting to set budget for the 25-26 year. Billing statements to all ALICAP members will be sent out shortly thereafter. All ALICAP Members can expect to see their 25-26 Contribution Statements by August 1st. We're looking forward to another great year of pooling!

AWARDS OF ACHIEVEMENT ... We request board members and school districts check board member points for accuracy. The points year will close on July 31. We will recognize board members at our Area Membership Meetings.

BOARD LEADERSHIP ... Check out "At the Board Table" on page 6 to learn about all things Board Leadership.

DATA ANALYTICS ... NASB's Data Analytics can help you to evaluate your standardized testing data in a meaningful way to provide an evidence-based foundation to target your district's curriculum changes where they can have the most impact. It's a good way of comparing those raw data scores as meaningful levels of achievement compared to similar districts or districts near you, then letting that knowledge guide your planning discussions.

EDUCATION LEADERSHIP SEARCH SERVICE ... We are filling requests for proposals for districts who anticipate a change in leadership after the 25-26 school year. Contact us with questions on search protocol or to schedule a proposal for this Summer.

ENERGY PURCHASING ... Natural gas prices are up, and thoughts of a slowing economy have now been overtaken by turmoil in the Mideast. NASB has over 115 school districts and ESUs across Nebraska participating in our NJUMP and CJUMP purchasing consortiums to leverage their purchasing power and achieve lower, more predictable utility bills. Our market consultants continue to watch the trends daily to ensure our districts can stretch their utility dollars as far as possible.

GALLUP STRENGTHS ... Our featured Gallup theme this month is **Input**. People with Input in their Dominant Strengths bring information, insights, and resources. They appreciate opportunities to share what they have acquired.

MEMBER ENGAGEMENT ... It has been GREAT to connect with so many of you at the NASB golf outing, School Law Seminar, and Legislative Lunch at Logan View. Thank you for your engagement! Recent visits have been to Norris, Milford, ESU #6, East Butler, Osceola, and Hyannis.

POLICY ... LB 383 has defined the creation of deepfake files as a violation of Nebraska state statutes. Deepfakes are images or video files that have been manipulated using artificial intelligence (AI) to replace one person's likeness with another's. It is already a violation of school policy to employ school resources for inappropriate uses but for dealing with deepfakes, administrators will now need to consider the involvement of law enforcement.

TECHNOLOGY ... Welcome New Superintendents! Congratulations on your new role, whether this is your first year or you're starting at a new district! If your district isn't currently using Sparq Data for board meetings and staff negotiations, consider us a great addition for the new school year. We're here to help make your district's operations more streamlined and efficient. For current subscribers needing training on any of our software, we're always happy to assist. Please feel free to reach out with any questions about how Sparq Data can support your district's success!

TRAINING, NETWORKING, ENGAGEMENT & EVENTS

JOIN US!

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

https://members.nasbonline.org/events

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.

Now Hiring - Part-time, Events & Engagement Assistant

Visit the ABOUT US page for more information!
https://members.nasbonline.org/about-us

JOIN OUR TEAM

JULY 2025

Call for Legislative Proposals Due July 1

https://members.nasbonline.org/government-relations/legislative-proposals

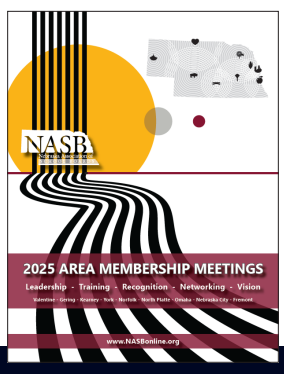
Leadership Workshop - Monday, July 28 - Gering

Leadership Workshop - Tuesday, July 29 - Kearney

Leadership Workshop - Wednesday, July 30 - Lincoln

AUGUST & SEPTEMBER 2025

Area Membership Meetings begin August 19



Tuesday, August 19 - Valentine
Wednesday, August 20 - Gering
Thursday, August 21 - Kearney
Tuesday, August 26 - York
Wednesday, August 27 - Norfolk
Wednesday, September 3 - North Platte
Tuesday, September 9 - Omaha
Wednesday, September 10 - Nebraska City
Wednesday, September 24 - Fremont

Other Events, October through December 2025 ...
Labor Relations - State Education Conference - New Board Member Workshop

All Dates & Locations Tentative & Subject to Change

SCHOOL LAW & SUNK PUTTS: IN PICTURES

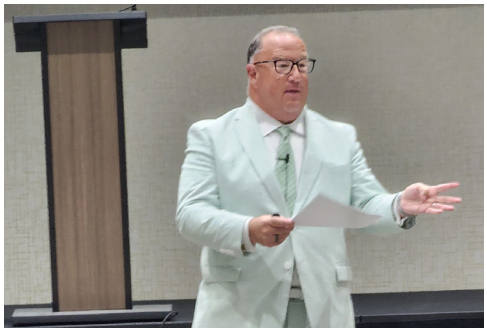
Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

https://members.nasbonline.org/events

We appreciate everyone who joined us in Kearney earlier this month for another fantastic golf outing, followed by the School Law Seminar! An incredible way to kick off Summer with some sun, networking, and learning!



LEADERSHIP WORKSHOPS: STRENGTHENING GOVERNANCE

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

https://members.nasbonline.org/events/nasb-leadership-workshop

REGISTER NOW FOR THE 2025 NASB LEADERSHIP WORKSHOPS

MONDAY, JULY 28 - GERING CIVIC CENTER
TUESDAY, JULY 29 - KEARNEY HOLIDAY INN
WEDNESDAY, JULY 30 - COURTYARD MARRIOTT LINCOLN
Registration Deadline - Wednesday, July 23

Whether you are in your first term or bring years of experience to the board table, this workshop is for you and your superintendent.

Join us for a hands-on workshop designed to elevate your board's leadership through effective superintendent evaluation and meaningful board self-assessment.

Newly elected? Receive an understanding of your legal responsibilities and how evaluation processes shape strong governance from the start.

Experienced board member? Refine practices, bring clarity to superintendent evaluation, and deepen your board's collective impact.

Superintendent? Collaborate with your board in shaping an evaluation process that incorporates your input, reflects your professional goals, and defines what you need from the board to lead effectively.

We will discuss and address:

- Board's legal responsibility to evaluate
- Contents of an effective evaluation tool
- Importance of a superintendent self-evaluation
- Value and role of all board members in the process
- How to turn the results into goals to improve student success
- Importance of board self-assessment
- Impact of effective board governance on superintendent leadership
- Value of board goals to support superintendent and student success

Leave with the resources and shared understanding needed to strengthen governance, enhance board-superintendent collaboration, and support long-term student success.

Strengthening Governance Through Evaluation & Reflection

Stacie Higgins, NASB Board Leadership Associate - Marcia Herring, NASB Director of Board Leadership
Troy Loeffelholz, NCSA Associate Executive Director

4:30 PM - Registration
5:00 PM - Welcome and Workshop Takeaways
5:15 PM - The Why Behind Evaluation
6:00 PM - Dinner Break
6:30 PM - Conducting an Effective Superintendent Evaluation
7:15 PM - Board Self-Assessment—Why It Matters
8:00 PM - Closing: From Reflection to Action

See the full agenda at

See how Sparq Data Solutions can make your life easier at www.sparqdata.com

AT THE BOARD TABLE

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

YOUR NASB BOARD LEADERSHIP UPDATE

https://members.nasbonline.org/board-leadership

2025

For more information about NASB Board Leadership Services, including: Board Retreats, Strategic Planning, Community Engagement and Alignment, Online Survey Services/Superintendent Evaluation, Board Self-Assessment, Board Resources, or Board Governance publications, please contact:

Marcia Herring - Katie Corfield - Caden Frank - Stacie Higgins - Ben Anderjaska
Stephanie Summers - Avary Pansing-Brooks - Becky Erdkamp

JULY BOARD MEETING AGENDA ITEMS

Please see the June 13 email from **shiggins@NASBonline.org** for the draft of the July Board Meeting Agenda. If you have questions or need us to resend the email, please feel free to contact Marcia at 402-450-5152 or Stacie at 402-209-1608.

Upcoming Board Leadership Events

Leadership Workshops
July 28 - Gering
July 29 - Kearney
July 30 - Lincoln

JOIN US FOR THE NASB LEADERSHIP WORKSHOP NEAREST YOU!

Join us for a hands-on workshop designed to elevate your board's leadership through effective superintendent evaluation and meaningful board self-assessment.

For newly elected board members ... For experienced board members ... For superintendents ...
Learn more on page 5, or https://members.nasbonline.org/events/nasb-leadership-workshop

We will discuss and address:

- Board's legal responsibility to evaluate
- Contents of an effective evaluation tool
- Importance of a superintendent self-evaluation
- Value and role of all board members in the process
- How to turn the results into goals to improve student success
- Importance of board self-assessment
- Impact of effective board governance on superintendent leadership
- Value of board goals to support superintendent and student success

See the full agenda at

Leave with the resources and shared understanding needed to strengthen governance, enhance board-superintendent collaboration, and support long-term student success.

SCHOOL FINANCE COMMISSION, DC & MORE

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

https://members.nasbonline.org/government-relations
https://nasb.enviseams.com/legislative-bills

Applications for the School Financing Review Commission, created by LB 303, are open.

This board needs representatives from all school sizes which includes board members, superintendents, and members of the public. The law requires the appointments be made within 30 days of the bill becoming law making the deadline to apply July 4th.

If you are interested in serving on this Commission apply here:
https://governor.nebraska.gov/boards-commissions-open-positions

NASB CALL FOR LEGISLATIVE PROPOSALS DUE JULY 1

https://members.nasbonline.org/government-relations/legislative-proposals

If there is anything you'd like to see added, amended, or removed from the Advocacy Handbook in future years, submit your proposal or idea by July 1.

BILLS TRACKED / TESTIFIED
112 / 67

SUPPORT / OPPOSE
31 35

SBMs WHO SAT IN THE CHAIR ON OUR BEHALF!
13!

I'M JUST A BILL ...
Introduction
Committee
General File
Select File
Final Reading
Governor
Law

FEDERAL UPDATE ...

While Nebraska advocacy is cooling off, our work at the federal level has started to heat up. NASB's leadership has been engaged in discussions with our federal delegation on these issues and will continue to share the stories of districts from across the State!

Congress is currently working on passage of President Trump's "Big Beautiful Bill". The House has already passed their version, with the Senate currently debating its version. These two will be combined in a "reconciliation" process. There are two components of these bills which NASB continues to engage:

1) Medicaid and SNAP: Both the Senate and House version of the bill have cuts to each program. While not directly tied to education, we should be paying attention. Should federal dollars be cut as proposed it would have a big impact on our state budget, resulting in the loss of federal funding. If the past is to be any indication of the future, we know that State Aid to K-12 education will be one place lawmakers will look to make up the loss in federal funding. We also know that cuts to both SNAP and Medicaid will impact kids, which will be felt by classroom teachers.

2) Federal tax credits for non-public education: Within both the House and Senate bills is a provision providing for tax credits for donations to scholarship granting organizations that provide funding for non-public schools. Nebraskans have already spoken on this issue and showed their support for our public K-12 system. If this is approved, it will add between $23.2 and $67 **Billion** to the national deficit depending on which version is passed.

WE ARE 50 DAYS FROM AREA MEMBERSHIP MEETINGS

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

https://members.nasbonline.org/events/area-membership-meetings

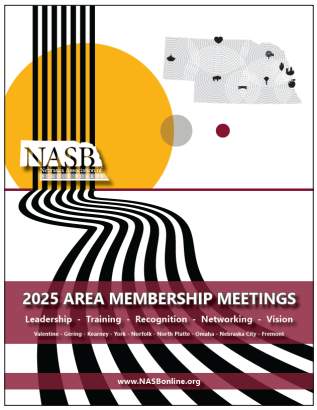
2025 AREA MEMBERSHIP MEETINGS

Leadership - Training - Recognition - Networking - Vision

Valentine - Gering - Kearney - York - Norfolk - North Platte - Omaha - Nebraska City - Fremont

WELCOME & OPENING SESSION - LEGISLATIVE UPDATE - TRAINING SESSIONS

BRAIN SCIENCE – FEAR AND ANXIETY VS EXECUTIVE FUNCTION ... The mental health of students and staff has taken center stage in recent years, especially as social media and other external influences increasingly affect brain development. This session will explore the neuroscience behind fear and anxiety and how they interact with executive function – the brain's ability to manage emotions, focus attention, and make decisions. We will discuss how toxic stress impacts brain development and how we can develop more resilient school districts, school buildings, classrooms, and students. - *John Spatz*



WHAT'S NEW WITH SPARQ DATA SOLUTIONS? ... Learn about our newest product, Sparq Online Publishing. We will walk you through the functionality and how this new application will increase visibility, improve your ability to update your policies quickly and efficiently, and streamline how you receive updates from NASB. Additionally, we will walk through changes and updates to our Sparq Negotiations and Meetings platforms. - *Darion Miller & Nicole Kobus*

IT'S NOT JUST WHAT YOU DO, IT'S HOW YOU DO IT: STRATEGIES TO TAKE YOUR GOVERNANCE TEAM TO THE NEXT LEVEL ... Evaluation of the superintendent and board is the first step toward reciprocal accountability and contributes to a high functioning board-superintendent relationship. Explore board responsibilities, with a focus on cultivating a high-performing leadership team. Whether you are a new board member or an experienced leader, you will gain practical insights and resources to help the board lead with purpose and model accountability through evaluation and self-assessment. - *Marcia Herring, Caden Frank, Stacie Higgins, and Stephanie Summers*

WHAT MAKES POOLING UNIQUE AND BENEFICIAL FOR SCHOOLS? ... If you're new to your district, new to serving on the school board, or your district is new to ALICAP, this session is perfect for you! We will cover how being a member owner of a pool is exceptional, but also fiscally savvy, for your public school. Public entities are allowed to self-insure, and ALICAP is a prime example of that permission. Come listen to how pooling works best for you and how your school can maximize membership. - *Megan Boldt*

CELL PHONES, DRESS CODES, PARENTAL INVOLVEMENT, AND WHAT!? ... The big topics our Legislature dealt with this year, plus the ones they still aren't done with. We haven't seen the last of a few big ideas that were tabled this time around. - *Jim Luebbe*

FROM VISION TO IMPACT: DRIVING STRATEGIC ALIGNMENT THROUGH COMMUNITY ENGAGEMENT ... Strategic planning is a visionary roadmap sustained through community trust. We will explore how the board leads and supports a process that is inclusive, transparent, and aligned with district priorities. Learn how to engage stakeholders to ensure goals, initiatives, and resources are connected, and get the tools and strategies to help align vision with action to drive lasting impact. - *Marcia Herring, Caden Frank, Stacie Higgins, and Stephanie Summers*

SEE PHOTOS FROM LAST YEAR'S AMMs ON PAGE 9

Worrying about the budget pinch? By next school year, be a member of NJUMP/CJUMP. Contact Jim Luebbe at jluebbe@NASBonline.org to learn more!

SEE YOU SOON!

Tuesday, August 19 - Valentine
Wednesday, August 20 - Gering
Thursday, August 21 - Kearney
Tuesday, August 26 - York
Wednesday, August 27 - Norfolk
Wednesday, September 3 - North Platte
Tuesday, September 9 - Omaha
Wednesday, September 10 - Nebraska City
Wednesday, September 24 - Fremont

See how Sparq Data Solutions can make your life easier at www.sparqdata.com

SPARQDATA SOLUTIONS

Bringing Transparency and Ease to Your Board's Governance

Provide your board with easy-to-use solutions that are developed for school boards and enhanced by school boards.

- Simplified Board Meetings
- Improved Policy Visibility
- Increased Board Effectiveness
- Streamlined Staff Negotiations

Please reach out at info@sparqdata.com for more information.

AMERICAN PLAYGROUND & RECREATION

Play Structures | Free Standing | Sports Equipment | Inclusive | Shades & Shelters | Site Amenities | Surfacing | Versacourt | Playground Screening | Fitness Equipment | Dog Parks | Swings

+10 YEARS OF EXPERIENCE & HIGH QUALITY PROCESSES

THEAMERICANPLAYGROUND.COM

531-867-3665

S.MELOCCARO@THEAMERICANPLAYGROUND.COM

R.YANEZ@THEAMERICANPLAYGROUND.COM

YOUR NASB BOARD OF DIRECTORS & STAFF

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

https://members.nasbonline.org/board-of-directors

Region 1 - Neal Kanel
HTRS

Region 2 - Brenda Sherman
ESU 3

Region 3 - Kyle Fisher
Springfield Platteview

Region 4 - Elizabeth Kumru
Ralston

Region 5 - Shavonna Holman
Omaha

Region 6 - Ricky Smith
Omaha

Region 7 - Nancy Kratky
Omaha

Region 8 - John Goodwin
Lincoln

Region 9 - Mara Krivohlavek
Lincoln

Region 10 - Ed Swotek
Malcolm
NASB Vice President

Region 11 - Jim Vlach
Lyons-Decatur Northeast

Region 12 - Lisa Wagner
Central City

Region 13 - Marilyn Bohn
ESU 10

Region 14 - Steve Koch
Hershey

Region 15 - Allison Sandman
Wauneta-Palisade

Region 16 - Suzanne Sapp
Ashland-Greenwood
NASB Secretary

Region 17 - Michelle Reikofski
Osmond

Region 18 - Susan Ernest
Leyton

Region 19 - Stacy Jolley
Millard
NASB President

At-Large - Lisa Albers
Grand Island

At-Large - Steve Blocher
West Point
NASB Treasurer

At-Large - Pam Holcomb
Broken Bow

At-Large - Erick Lee
Arapahoe-Holbrook

YOUR NASB STAFF

https://members.nasbonline.org/about-us/nasb-staff

John Spatz
Executive Director

Nate Alspaugh
IT Specialist

Matt Belka
Director of Marketing, Communications & Advocacy

Lily Coash-Johnson
Events & Engagement Assistant

Caden Frank
Board Leadership Community Engagement Specialist

Sallie Horky
Chief Operating Officer

Galina Slobonyuk
Executive Administrative Assistant

Ben Anderjaska
Board Leadership Engagement Specialist

Megan Boldt
Associate Executive Director
Director of ALICAP

Katie Corfield
Board Leadership Online Survey Specialist

Lindsey Headrick
Administrative Specialist

Rachel Horstman
Business Manager

Stephanie Summers
Board Leadership Associate

Makenzie Barry
ALICAP Data & Financial Specialist

Craig Caples
Director of Technology

Sharon Endorf
Director of Member Engagement

Marcia Herring
Director of Board Leadership

Jim Luebbe
Director of Policy Services

Shari Becker
Director of Education Leadership Search Service

Colby Coash
Associate Executive Director
Dir. of Government Relations

Becky Erdkamp
Board Leadership Associate

Stacie Higgins
Board Leadership Specialist

Avary Pansing Brooks
Board Leadership Engagement Specialist

View the full directory of the Board and staff bios at www.NASBonline.org

YOUR 2025 NASB AFFILIATES

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of School Boards

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

Paul Grieger
Managing Director,
Public Finance
402-392-7986
pgrieger@dadco.com

Cody Wickham
Senior Vice President,
Public Finance
402-392-7989
cwickham@dadco.com

Andy Forney
Senior Vice President,
Public Finance
402-392-7988
aforney@dadco.com

Building a Better Future with Nebraska's Public Finance Partner

D.A. Davidson & Co. has long been a leader in innovative debt financing for school districts. What we're most proud of are the relationships we've nourished and the strong community improvements that are made as a result.

Our public finance professionals take a personal interest and a hands-on approach, carrying our deals from start to finish. Because you deserve solutions tailored to fit you.

- School Bond Issues
- Tax Anticipation / Construction Notes
- Lease-Purchase Financing
- QCPUF Bonds
- Refinancing Bond Issues

D|A|DAVIDSON

450 Regency Parkway, Suite 400 | Omaha, NE 68114

dadavidson.com | D.A. Davidson & Co. member FINRA and SIPC

https://members.nasbonline.org/about-us/affiliate-members

2025 Platinum Level Affiliates - American Fidelity - BCDM Architects - Boyd Jones Construction - BVH Architecture - Carlson West Povondra Architects - Clark & Enersen - CMBA Architects - D.A. Davidson - Envise - Facility Advocates - Hamilton - Hausmann Construction - Nebraska Liquid Asset Fund - Northland, a First National Nebraska Company - Piper Sandler - Public Risk Management - Sampson Construction - Sparq Data Solutions - Third Rail Content

2025 Gold Level Affiliates - 914 Coatings - ABcreative, Inc. - BD Construction - Blue Cross Blue Shield of Nebraska - Cornhusker International - Darland - DLR Group - Lunchtime Solutions - MCL Construction - Navitas - Omaha Public Schools Foundation

2025 Silver Level Affiliates - Amergis Staffing - Creative Sites - OneSource The Background Check Company TeamMates Mentoring

2025 Bronze Level Affiliates - Alley Poyner Macchietto Architecture - Ameritas Investment Company - Community Building Solutions - Cunningham Recreation - Demco - Fisher Tracks, Inc. - Mueller Robak, LLC - National Insurance Services - Nebraska Safety Center - Opaa! Food Management of Nebraska - RSW Floors and More - Watts and Hershberger, P.C.

YOUR 2025 NASB AFFILIATES

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

NASB Nebraska Association of School Boards

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: https://members.nasbonline.org/about-us/affiliate-members

ALICAP

AMERICAN FIDELITY a different opinion

BCDM architects

Boyd Jones

BVH ARCHITECTURE

CARLSON WEST POVONDRA ARCHITECTS

CLARK & ENERSEN

CMBA ARCHITECTS

D A DAVIDSON FIXED INCOME CAPITAL MARKETS D.A. Davidson & Co. member SIPC and FINRA

envise

Facility Advocates Dave Raymond

HAMILTON

HAUSMANN construction

NEBRASKA LIQUID ASSET FUND

northland A First National of Nebraska Company

PIPER | SANDLER

prm PUBLIC RISK MANAGEMENT INCORPORATED

Sampson Construction

SPARQDATA SOLUTIONS

THIRD RAIL CONTENT

YOUR 2025 GOLD AFFILIATES

914 COATINGS COMMERCIAL SEAL COATING SPECIALIST

ABCREATIVE

BlueCross BlueShield Nebraska

B D construction

CIT CORNHUSKER INTERNATIONAL TRUCKS

Darland BUILDING TO A HIGHER STANDARD

DLRGROUP

Lunchtime SOLUTIONS TIME FOR FRESH

MCL construction

Navitas CONSERVING RESOURCES • RENEWING BUILDINGS

OPSF Omaha Public Schools FOUNDATION

To advertise in Board Notes or become an NASB Affiliate contact Matt Belka at mbelka@NASBonline.org or 402-423-4951

YOUR 2025 NASB AFFILIATES

Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

View the full, detailed listings with contact info at:
https://members.nasbonline.org/about-us/affiliate-members

ACCOUNTING

Watts and Hershberger, P.C.

ARCHITECTS

Alley Poyner Macchietto Architecture

BCDM Architects
PLATINUM LEVEL AFFILIATE

BVH Architecture
PLATINUM LEVEL AFFILIATE

Carlson West Povondra Architects
PLATINUM LEVEL AFFILIATE

Clark & Enersen
PLATINUM LEVEL AFFILIATE

CMBA Architects
PLATINUM LEVEL AFFILIATE

DLR Group
GOLD LEVEL AFFILIATE

BUILDING CONTROLS AND BUILDING SERVICES

Navitas
GOLD LEVEL AFFILIATE

CONSTRUCTION SERVICES

914 Coatings
GOLD LEVEL AFFILIATE

BD Construction
GOLD LEVEL AFFILIATE

Boyd Jones
PLATINUM LEVEL AFFILIATE

Darland
GOLD LEVEL AFFILIATE

Hausmann Construction
PLATINUM LEVEL AFFILIATE

MCL Construction
GOLD LEVEL AFFILIATE

RSW Floors and More

Sampson Construction
PLATINUM LEVEL AFFILIATE

ENERGY SERVICES

Community Building Solutions

Facility Advocates
PLATINUM LEVEL AFFILIATE

EQUIPMENT AND FURNITURE

ABcreative, Inc.
GOLD LEVEL AFFILIATE

Demco

FINANCIAL SERVICES

Ameritas Investment Company

D.A. Davidson & CO.
PLATINUM LEVEL AFFILIATE

Nebraska Liquid Asset Fund
PLATINUM LEVEL AFFILIATE

Northland, a First National Nebraska Company
PLATINUM LEVEL AFFILIATE

Piper Sandler
PLATINUM LEVEL AFFILIATE

FOOD SERVICE

Lunchtime Solutions
GOLD LEVEL AFFILIATE

Opaa! Food Management

FUNDRAISING

Omaha Public Schools Foundation
GOLD LEVEL AFFILIATE

INSURANCE SERVICES

American Fidelity
PLATINUM LEVEL AFFILIATE

Blue Cross Blue Shield of Nebraska
GOLD LEVEL AFFILIATE

National Insurance Services

Public Risk Management/ALICAP
PLATINUM LEVEL AFFILIATE

LEGAL SERVICES

Mueller Robak, LLC

PLAYGROUND/SCOREBOARDS/SURFACING

Creative Sites, LLC
SILVER LEVEL AFFILIATE

Cunningham Recreation/GameTime

Fisher Tracks, Inc.

SAFETY & SECURITY

OneSource - The Background Check Company
SILVER LEVEL AFFILIATE

STUDENT SERVICES

Amergis Educational Staffing
SILVER LEVEL AFFILIATE

TeamMates Mentoring Program
SILVER LEVEL AFFILIATE

TECHNOLOGY/SOFTWARE

Envise
PLATINUM LEVEL AFFILIATE

Hamilton
PLATINUM LEVEL AFFILIATE

Sparq Data Solutions
PLATINUM LEVEL AFFILIATE

TRANSPORTATION PRODUCTS

Cornhusker International
GOLD LEVEL AFFILIATE

Nebraska Safety Center

VIDEO CREATION & PRODUCTION

Third Rail Content, Inc.
PLATINUM LEVEL AFFILIATE

Board Notes is published on a monthly basis as a member service. Advertising is available in every issue. To advertise or become an Affiliate, please contact Matt Belka for further information. Articles or advertising contained herein do not necessarily represent the views or policies of NASB.

1311 STOCKWELL STREET
LINCOLN, NE 68502
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED

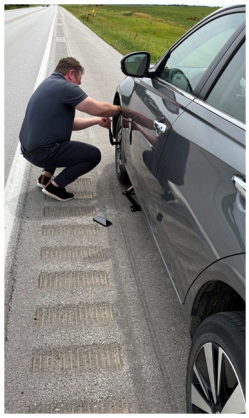
NASB BOARD NOTES

JUNE 2025

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

Leadership **Innovation** **Vision** **Engagement** **#liveNASB** **#weLIVEhere**

2,000,000 Nebraskans **329,000 Students** **1,700 Locally Elected School Board Members** **260 Member Districts/ESUs** **ONE NEBRASKA**



The NASB provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at www.NASBonline.org