

**MULLEN BOARD OF EDUCATION**  
**MINUTES**  
**August 11, 2025**

The regular meeting of the Mullen School Board was called to order at 7:00 p.m. by President Liza Simonson She announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Mike French, Dane Peterson, Casey Phillips, Liza Simonson, Michael Stichka, Patrick Wright. Also present were 3 administrators, \_\_ staff, \_\_ students, and \_\_ patrons

As soon as the next month's meeting notice is posted on the Mullen Public Schools website, an agenda will be available for public inspection on both the school website and on the SPARQ meetings site.

Motion by Dane Peterson, second by Michael Stichka to approve the minutes from the July 14, 2025 Regular Board Meeting. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Abstain (With Conflict), Patrick Wright: yes  
yes: 5, no: 0, Abstain (With Conflict): 1

Motion by Patrick Wright, second by Mike French to approve the payment to date to Facility Advocates for the lighting project out of the Depreciation Fund. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Casey Phillips to approve the SNDEN dues for internet and distance learning for the 2025-2026 school year. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 6, no: 0

Motion by Mike French, second by Michael Stichka to approve the claim from the Hooker County Tribune for \$216.66. Motion carried.

Casey Phillips: yes, Dane Peterson: Abstain (With Conflict), Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 5, no: 0, Abstain (With Conflict): 1

Motion by Casey Phillips, second by Mike French to Approval of the following August claims: Payroll \$248,412.30, General Fund \$389,282.04, Lunch Fund \$681.14, Depreciation Fund \$98,875.00, and July Activity Fund \$10,272.52. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Michael Stichka to approve the updated 2025-2026 Mullen Public Schools Calendar. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 6, no: 0

Motion by Casey Phillips, second by Dane Peterson to approve the 2025-2026 handbooks- Student, Activity, and Staff. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes  
yes: 6, no: 0

Motion by Dane Peterson, second by Michael Stichka to approve Girls Wrestling as a sport for Mullen Public Schools. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes

yes: 6, no: 0

Motion by Casey Phillips, second by Dane Peterson to approve the purchase of new desktops for the 6-12 computer lab using the depreciation fund. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes

yes: 6, no: 0

Motion by Casey Phillips, second by Michael Stichka to approve the criteria listed on the attached document to evaluate the superintendent pursuant to Board Policy 4057 beginning the 2025-2026 school year. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes

yes: 6, no: 0

Motion by Patrick Wright, second by Mike French to approve the Upper Loup National Resource District Hazard Mitigation Plan for 2024-2029. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: yes, Patrick Wright: yes

yes: 6, no: 0

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Chris Kuncl, Recording Secretary

**MULLEN BOARD OF EDUCATION**  
**MINUTES**  
**July 14, 2025**

The regular meeting of the Mullen School Board was called to order at 7:00 p.m. by President Liza Simonson. She announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Dane Peterson, Casey Phillips, Liza Simonson, Michael Stichka, Patrick Wright, **Absent:** Mike French. Also present were the superintendent and 3 patrons.

Motion by Dane Peterson, second by Michael Stichka to approve the minutes from the June 9, 2025 Regular Board Meeting. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Motion by Casey Phillips, second by Dane Peterson to approve the 2025-2026 Nebraska Rural Community Schools Association for Mullen Public Schools. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Motion by Michael Stichka, second by Patrick Wright to approve the claim from the Hooker County Tribune for \$223.11. Motion carried.

Casey Phillips: yes, Dane Peterson: Abstain (With Conflict), Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 4, no: 0, Absent: 1, Abstain (With Conflict): 1

Motion by Casey Phillips, second by Dane Peterson to Approval of the following July claims: Payroll \$258,130.94, General Fund \$19,416.46, Lunch Fund \$203.56, Depreciation Fund \$7,697.50, and June Activity Fund \$12,442.36. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Public comment was offered. Lori Folk-Freeze of Mullen spoke about her time in headstart and the importance of building rapport with families. She spoke about her concerns about the meeting with MPS, NDE, and ESU 16. She voiced that there should have been a meeting with the public prior to releasing any information. Lori voiced her concerns with 3-year old students attending four days and that the community should have been involved in the discussion. She voiced her concern about the article in the tribune. She spoke about how beneficial the original meetings were to her, and she voiced her concerns about how she wished the meeting did not stop. She voiced that she was very excited to have a preschool started, but it was disheartening to her that it was stated that a student may or may not be behind if they did not attend preschool. She voiced that she felt that it was not a good start to the preschool. She said that she did not feel that a letter or an article was sufficient enough and that MPS should have a meeting. She also expressed concern about how MPS is charging a fee for snacks as her daycare is not allowed to do so. She asked how that was possible.

Hearing for Policy 5018 Parent Involvement in Education Practices opened at 7:26 PM and closed at 7:28 PM. Public Comment was offered, but no public comment was made.

Motion by Patrick Wright, second by Dane Peterson to approve revisions to policy 5018. Parental Involvement in Education Practices. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Hearing for Policy 5045 Student Fees was opened at 7:28 PM then closed at 7:29 PM. Public Comment was offered but no comment was made.

Motion by Casey Phillips, second by Dane Peterson to approve the revisions to policy 5045 Student Fees. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Hearing for Policy 5057 District Title 1 Family and Engagement opened at 7:38 PM then closed at 7:39 PM. Public Comment was offered, but no comment was made.

Motion by Patrick Wright, second by Michael Stichka to approve the review of Policy 5057 District Title 1 Family and Engagement. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Motion by Michael Stichka, second by Dane Peterson to approve the review of policy 5054 Student Bullying. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Motion by Casey Phillips, second by Patrick Wright to approve 1000 & 2000 Series Policy Revisions to policies: 1002, 2006, and 2008. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Motion by Michael Stichka, second by Casey Phillips to approve 3000 & 4000 Series Policy Revisions to policies: 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, & 4059. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Motion by Dane Peterson, second by Casey Phillips to approve 5000 & 6000 series policy updates for policies: 5001, 5002, 5003, 5015, 5016, 5031, 6031, & 6034. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes

yes: 5, no: 0, Absent: 1

Motion by Patrick Wright, second by Dane Peterson to approve adoption of the following 6000 series policies: 6025 Student Cell Phone and Other Electronic Devices, 6040 Prekindergarten (Preschool) or Early Childhood Education, 6044 Participation and Assignment of Athletic Teams, & 6045 Behavioral Intervention. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Motion by Dane Peterson, second by Casey Phillips to approve the propane bid for Mullen Public Schools 2025-2026 from Neal Oil. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Motion by Dane Peterson, second by Michael Stichka to approve the trade in of the 2015 Chevrolet suburban receiving \$4,495 and purchase a 2022 Chevrolet Malibu for \$14,500 after the trade in amount from Schalk Auto. Motion carried.

Casey Phillips: yes, Dane Peterson: yes, Liza Simonson: yes, Michael Stichka: yes, Mike French: Absent, Patrick Wright: yes  
yes: 5, no: 0, Absent: 1

Mr. Kuncl provided the board of education with a detailed district report.

Next Meeting - Monday August 11, 2025, at 7:00 PM

President Liza Simonson declared the meeting adjourned at 8:59 PM.

As soon as next month's meeting notice is posted on the Mullen Public Schools website, an agenda will be available for public inspection on both the school website and on the SPARQ meetings site.

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Chris Kuncl, Recording Secretary



3738 S 149th Street Suite 102  
 Omaha, NE 68144  
**Phone:** (402) 206-8777

# Invoice

<b>Invoice Number</b>
2738
<b>Invoice Date</b>
8/5/2025

**Bill To:** Mullen Public School District  
 404 North Blaine Avenue  
  
 Mullen, NE 69152

251188  
**Job:** Mullen Lighting Contract Ph 1  
 404 North Blaine Avenue  
  
 Mullen, NE 69152

Job No	Customer Job No	Purchase Order No	Terms	Due Date
251188		Signed Proposal	Net 30 Days	9/4/2025
Description				

Mullen Public Schools  
 Lighting Contract - #251-188 Ph 1  
 Signed Proposal - Chris Kuncf

Scheduled progress billing 2 of 4

Original Contract	\$	197,750.00
Change Orders	\$	0.00
Revised Contract Amt	\$	197,750.00
Work Completed to Date	\$	148,312.50
Less Previously Billed	\$	49,437.50
Current Billing	\$	98,875.00
Less Retainage	\$	0.00

**Total Due this Invoice \$ 98,875.00**

*Thank you for your business!*

# Mullen Public Schools

August Claims 08/11/2025

## PAYROLL

Fund	Description	Amount
01	GENERAL FUND	\$246,981.97
06	LUNCH FUND	\$1,430.33
<b>Total</b>		<b>\$248,412.30</b>

## GENERAL FUND-Hooker County Tribune

Check Number	Payee	Description	Amount
22436	Hooker County Tribune	meeting notices, minutes, claims, advertising	\$216.66

## GENERAL FUND

Check Number	Payee	Description	Amount
22426	AmazonE	PreK classroom supplies	\$3,696.35
22427	At&t	long distance phone service	\$88.60
22428	ByteSpeed	Classroom Interactive Panels,laptop	\$9,651.00
22429	Chris Kuncl	cell phone reimb	\$100.00
22430	Consolidated	phone service	\$504.05
22431	Eakes Office Solutions	copier contract 4/15/25-7/14/2025	\$646.50
22432	ESU #16	SNDEN Fees 2025-26	\$23,000.00
22433	ESU Coordinating Council	Canvas,Swank,Worldbook,Fortimail renewals	\$1,571.01
22434	Fairfield Inn	Admin Days lodging	\$419.85
22435	General Fund-petty Cash	misc reimb	\$9.82
22437	Hot Lunch Fund	transfer	\$70,000.00
22438	Ideal/Bluffs Facility Solutions	custodial supplies	\$2,921.30
22439	JourneyEd	Adobe renewal 100 users	\$500.00
22440	Kwik Stop	gas	\$749.67
22441	LightBox Systems	tech upgrade materials	\$3,108.64
22442	Macke's	custodial supplies	\$66.37
22443	Midlands Family Medicine	bus driver physical	\$106.00
22444	Midwest Floor Specialists Inc	custodial supplies	\$426.51
22445	Mullen Auto & Diesel LLC	suburban maint	\$109.26
22446	Mullen Schools Activity Fund	Transfer, Natl FCCLA	\$47,557.60
22447	Mullen Schools Depreciation	transfer	\$195,000.00
22448	PowerSchool Group LLC	PowerSchool Renewal for 25-26	\$4,942.80
22449	Really Great Reading	PreK curriculum	\$537.96
22450	Renaissance Learning Inc	AR and Star reading subscription	\$2,130.00
22451	Rod' s	2022 Suburban deer damage repair-deductible	\$500.00
22452	Scholastic Magazine	Scholastic Magazine Subscription	\$49.90
22453	School Specialty	Pre-school supplies/furniture	\$5,282.43
22454	Schoolmate	student planners	\$186.00
22455	Select Carpet & Tile LLC	carpet glue	\$150.00
22456	Teaching Strategies, LLC	PreK curriculum	\$6,178.40
22457	U.S. Bank	travel exp, custodial	\$1,182.22
22458	Village Of Mullen	utilities 6/24/25 - 7/24/25	\$4,477.80
22459	VIRCO	classroom chairs-PreK/science	\$3,432.00
		<b>TOTAL</b>	<b>\$389,282.04</b>
		<b>TOTAL GENERAL</b>	<b>\$389,498.70</b>

## LUNCH FUND

Check Number	Payee	Description	Amount
3686	AmazonE	Menu white board	\$77.75
3687	Hannah Connealy	Lunch balance refund	\$84.75
3688	Holiday Inn Kearney	Coetzee Nutrition Conf lodging	\$359.85
3689	U.S. Bank	Coetzee Nutrition Conf travel & supplies	\$158.79
		<b>TOTAL</b>	<b>\$681.14</b>

## DEPRECIATION FUND

Check Number	Payee	Description	Amount
1355	Facility Advocates	Lighting contract HS/MS remaining due	\$98,875.00
		<b>TOTAL</b>	<b>\$98,875.00</b>

# Mullen Public Schools

## Cash Summary Report July 2025

Fund	Description	Beginning Balance	Revenue	Expenditure	interfund transfer	Ending Balance
01	GENERAL FUND	\$2,400,025.27	\$92,340.88	(\$275,998.36)		\$2,216,367.79
02	DEPRECIATION FUND	\$290,844.35	\$795.96	(\$7,697.50)		\$283,942.81
03	EMPLOYEE BENEFIT FUND	\$79,566.31	\$219.62	\$0.00		\$79,785.93
06	LUNCH FUND	\$7,032.82	\$51.03	(\$1,569.09)		\$5,514.76
08	SPECIAL BUILDING FUND	\$456,867.23	\$1,261.08	\$0.00		\$458,128.31
05	ACTIVITY FUND	\$227,392.26	\$5,219.14	(\$10,272.52)		\$222,338.88
	PETTY CASH FUND	\$12,503.05	\$2,742.98	(\$5,367.47)		\$9,878.56
	CAFETERIA PLAN	\$7,935.73	\$639.55	\$0.00		\$8,575.28
		<b>\$3,482,167.02</b>	<b>\$103,270.24</b>	<b>(\$300,904.94)</b>	<b>\$0.00</b>	<b>\$3,284,532.32</b>

## County Treasurer's Report August 2025 Receipts (July collections)

	GENERAL
HOOKER	\$13,840.83
CHERRY	\$8,576.89
THOMAS	\$2,950.24
<b>TOTAL</b>	<b>\$25,367.96</b>

## Cash Summary Report YTD 2024-2025

Fund	Description	Beginning Balance	Revenue	Expenditure	interfund transfer	Ending Balance
01	GENERAL FUND	\$1,484,509.70	\$4,733,857.22	(\$3,946,999.13)	(\$55,000.00)	\$2,216,367.79
02	DEPRECIATION FUND	\$398,495.65	\$10,997.16	(\$125,550.00)		\$283,942.81
03	EMPLOYEE BENEFIT FUND	\$77,297.94	\$2,487.99	\$0.00		\$79,785.93
06	LUNCH FUND	\$29,413.15	\$85,772.68	(\$164,671.07)	\$55,000.00	\$5,514.76
08	SPECIAL BUILDING FUND	\$443,842.34	\$14,285.97	\$0.00		\$458,128.31
05	ACTIVITY FUND	\$244,004.29	\$144,072.19	(\$165,737.60)		\$222,338.88
	PETTY CASH FUND	\$5,612.44	\$28,435.48	(\$24,169.36)		\$9,878.56
	CAFETERIA PLAN	\$6,481.52	\$8,009.51	(\$5,915.75)		\$8,575.28
		<b>\$2,689,657.03</b>	<b>\$5,027,918.20</b>	<b>(\$4,433,042.91)</b>	<b>\$0.00</b>	<b>\$3,284,532.32</b>

# Check Summary

Sorted by Check Number.  
From 07/01/2025 to 07/31/2025.

Check Number	Site ID	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
039423	Mullen	Printed	07/02/2025	Callaway Public Schools		NLC STAR 2025	National Leadership Conf STAR qualifiers	484.60
039424	Mullen	Printed	07/02/2025	Overton Public Schools		NLC STAR 2025	National Leadership Conf STAR qualifiers	145.38
039425	Mullen	Printed	07/02/2025	North Platte Public Schools		NLC STAR 2025	National Leadership Conf STAR qualifiers	145.38
039426	Mullen	Printed	07/02/2025	Theford Public Schools		NLC STAR 2025	National Leadership Conf STAR qualifiers	242.30
039427	Mullen	Printed	07/02/2025	Rape & Domestic Abuse Program		FCCLA 2025	Bucket donation	256.30
039428	Mullen	Printed	07/02/2025	Imperial		1000869 (SandFB caps Hills)		1,709.06
039429	Mullen	Printed	07/02/2025	Neff	A25-046	N003384401	Gold Bar Service Pins	285.90
039430	Mullen	Printed	07/02/2025	NSAA		Summer Workshop 2025	Speech/PlayProd summer workshop 2 meals	20.00
039431	Mullen	Printed	07/02/2025	Nichole Ourada		Elite Competitor	reimb VB mental game subscription	497.00
039432	Mullen	Printed	07/15/2025	HANDYMAN HARDWARE		June2025	greenhouse supplies	25.29
039433	Mullen	Printed	07/15/2025	Kwik Stop		10297368	summer camps gas	295.80
039434	Mullen	Printed	07/15/2025	MENARDS		17346	greenhouse supplies	86.32
039435	Mullen	Printed	07/15/2025	U.S. Bank		June 2025	credit card purchases	2,130.77
039436	Mullen	Printed	07/23/2025	Fairfield Inn & Suites		434C00013900	Horn Speech/PlayProduction Conference	220.00
039437	Mullen	Printed	07/23/2025	SAMS CLUB/Synchrony Bank		June 2025	membership renewal, Mike	342.72
039438	Mullen	Printed	07/23/2025	Stadium Sports	A25-043	14433,14432,144360	2025-2026 athletic supplies	3,235.70
039439	Mullen	Printed	07/23/2025	Unsung Hero's Football Camp		Camp July 10	Registration Fee 3 athletes	150.00
Report Total:								10,272.52

ALL Data

# Check Summary Report

Arranged by:  
Check Number

Date: 07/01/2025 thru 07/31/2025

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
007200	C	07/01/2025	BLUE CROSS BLUE SHIELD		9 mos	5,367.47

**Report Total:** 5,367.47

# Check Detail

Sorted by Check Number, Site ID.  
From 07/01/2025 to 07/31/2025.

Check # Status	Issue Date Status Date PO Number	Vendor Name Site ID Activity ID	1099? Invoice Number Activity Name	Creator Description	Approver	Printer	Amount
039423 Printed	07/02/2025 07/02/2025	Callaway Public Schools Mullen 0510	No NLC STAR 2025 FCCLA--DISTRICT 10	Pam Ginkens National Leadership Conf	Pam Ginkens	Pam Ginkens STAR qualifiers	484.60
039424 Printed	07/02/2025 07/02/2025	Overton Public Schools Mullen 0510	No NLC STAR 2025 FCCLA--DISTRICT 10	Pam Ginkens National Leadership Conf	Pam Ginkens	Pam Ginkens STAR qualifiers	145.38
039425 Printed	07/02/2025 07/02/2025	North Platte Public Schools Mullen 0510	No NLC STAR 2025 FCCLA--DISTRICT 10	Pam Ginkens National Leadership Conf	Pam Ginkens	Pam Ginkens STAR qualifiers	145.38
039426 Printed	07/02/2025 07/02/2025	Theford Public Schools Mullen 0510	No NLC STAR 2025 FCCLA--DISTRICT 10	Pam Ginkens National Leadership Conf	Pam Ginkens	Pam Ginkens STAR qualifiers	242.30
039427 Printed	07/02/2025 07/02/2025	Rape & Domestic Abuse Program Mullen 0510	No FCCLA 2025 FCCLA--DISTRICT 10	Pam Ginkens Bucket donation	Pam Ginkens	Pam Ginkens	256.30
039428 Printed	07/02/2025 07/02/2025	Imperial Mullen 1811	No 1013230 (Sand Hills) Bronco Boys Golf	Pam Ginkens FB caps	Pam Ginkens	Pam Ginkens	1,236.00
039428 Printed	07/02/2025 07/02/2025	Imperial Mullen 1811	No 1000869 (Sand Hills) Bronco Boys Golf	Pam Ginkens FB caps	Pam Ginkens	Pam Ginkens	473.06
039429 Printed	07/02/2025 07/02/2025	Neff Mullen 5000 A25-046 5000	No N003384401 NSAA Activities NSAA Activities	Pam Ginkens Gold Bar Service Pins	Pam Ginkens	Pam Ginkens	250.00 35.90 <hr/> 285.90
039430 Printed	07/02/2025 07/02/2025	NSAA Mullen 5012 5013	No Summer Workshop 2025 Play Production Speech	Pam Ginkens Speech/PlayProd	Pam Ginkens	Pam Ginkens summer workshop 2 meals	10.00 10.00 <hr/> 20.00
039431 Printed	07/02/2025 07/02/2025	Nichole Ourada Mullen 1805	No Elite Competitor Bronco Volleyball	Pam Ginkens reimb VB mental	Pam Ginkens	Pam Ginkens game subscription	497.00
039432 Printed	07/15/2025 07/15/2025	HANDYMAN HARDWARE Mullen 3200	Yes June2025 Green House Project	Pam Ginkens greenhouse supplies	Pam Ginkens	Pam Ginkens	25.29
039433 Printed	07/15/2025 07/15/2025	Kwik Stop Mullen 1100	No 10297368 SUMMER & YOUTH RECREATION	Pam Ginkens summer camps gas	Pam Ginkens	Pam Ginkens	295.80

# Check Detail

Sorted by Check Number, Site ID.  
From 07/01/2025 to 07/31/2025.

Check # Status	Issue Date Status Date PO Number	Vendor Name Site ID Activity ID	1099? Invoice Number Activity Name	Creator Description	Approver	Printer	Amount
039434 Printed	07/15/2025 07/15/2025	MENARDS Mullen 3200	No 17346 Green House Project	Pam Ginkens greenhouse supplies	Pam Ginkens	Pam Ginkens	86.32
039435 Printed	07/15/2025 07/15/2025	U.S. Bank Mullen 0520 1020 1100 1801 5011	No June 2025 FCCLA--NATIONAL Mullen Markings (Engraving Business) SUMMER & YOUTH RECREATION Broncos Cross Country Boys Golf	Pam Ginkens credit card purchases	Pam Ginkens	Pam Ginkens	405.00 758.00 89.15 37.00 841.62 <hr/> 2,130.77
039436 Printed	07/23/2025 07/23/2025	Fairfield Inn & Suites Mullen 5012 5013	No 434C00013900 Play Production Speech	Pam Ginkens Horn Speech/PlayProduction Conference	Pam Ginkens	Pam Ginkens	110.00 110.00 <hr/> 220.00
039437 Printed	07/23/2025 07/23/2025	SAMS CLUB/Synchrony Bank Mullen 0400 0430	No June 2025 CONCESSIONS Vending Machine	Pam Ginkens membership renewal, Mike	Pam Ginkens	Pam Ginkens	215.26 127.46 <hr/> 342.72
039438 Printed	07/23/2025 07/23/2025	Stadium Sports Mullen A25-043 A25-043 A25-043 A25-043 A25-043 A25-043 A25-043	No 14433,14432,1443 60 NSAA Activities NSAA Activities Football Football Volleyball Girls Basketball Boys Basketball	Pam Ginkens 2025-2026 athletic supplies	Pam Ginkens	Pam Ginkens	-223.50 1,275.30 1,188.99 -12.99 378.90 314.50 314.50 <hr/> 3,235.70
039439 Printed	07/23/2025 07/23/2025	Unsung Hero's Football Camp Mullen 1802	No Camp July 10 Bronco Football	Pam Ginkens Registration Fee 3 athletes	Pam Ginkens	Pam Ginkens	150.00
<b>Grand Total :</b>							<hr/> 10,272.52

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.  
From 07/01/2025 to 07/31/2025.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
<b>Mullen</b>	<b>Mullen Public Schools Activities Fund</b>					
<b>A</b>	<b>ACTIVITIES</b>					
0100	Fund Transfers In	0.00	0.00	0.00	0.00	0.00
0120	Hill Top Gym & Weight Room	17,753.03	75.00	0.00	0.00	17,828.03
0130	Wrestling Clocks	550.04	0.00	0.00	0.00	550.04
0175	Doug Young Memorial	5,064.16	0.00	0.00	0.00	5,064.16
0180	Dan Brost Memorial	1,925.85	0.00	0.00	0.00	1,925.85
0185	Chuck Hafer Memorial	696.97	0.00	0.00	0.00	696.97
0190	Keith Sauls Memorial	10,022.85	0.00	0.00	0.00	10,022.85
0195	Lee Isom Memorial	730.00	0.00	0.00	0.00	730.00
0250	Banking	17,726.83	631.21	0.00	0.00	18,358.04
0300	Media	11,537.44	0.00	0.00	0.00	11,537.44
0400	CONCESSIONS	4,062.67	0.00	215.26	0.00	3,847.41
0425	Pepsi Cola	8,024.61	0.00	0.00	-112.95	7,911.66
0430	Vending Machine	1,637.72	0.00	127.46	0.00	1,510.26
0450	Wellness	1,967.69	0.00	0.00	0.00	1,967.69
0455	ELEVATE	6,525.30	0.00	0.00	0.00	6,525.30
0500	FCCLA--LOCAL	4,295.70	0.00	0.00	0.00	4,295.70
0510	FCCLA--DISTRICT 10	2,485.61	0.00	1,273.96	-96.92	1,114.73
0520	FCCLA--NATIONAL	-313.49	210.00	405.00	209.87	-298.62
0724	Class of 2024	0.00	0.00	0.00	0.00	0.00
0725	Class of 2025	519.66	0.00	0.00	0.00	519.66
0726	Class of 2026	1,831.69	0.00	0.00	0.00	1,831.69
0727	Class of 2027	5,272.72	0.00	0.00	0.00	5,272.72
0728	Class of 2028	2,923.74	0.00	0.00	0.00	2,923.74
0729	Class of 2029	4,125.14	0.00	0.00	0.00	4,125.14
0730	Class of 2030	2,319.71	0.00	0.00	0.00	2,319.71
0731	Class of 2031	885.86	0.00	0.00	0.00	885.86
0800	ANNUAL	4,130.86	0.00	0.00	0.00	4,130.86
0825	Digital Yearbooks	1,082.15	0.00	0.00	0.00	1,082.15
0850	Computer/Technology	2,797.17	0.00	0.00	0.00	2,797.17
0900	MUSIC	711.99	0.00	0.00	0.00	711.99
0950	BAND/MUSIC CLUB	1,449.05	0.00	0.00	0.00	1,449.05
1000	SHOP	6,248.31	0.00	0.00	0.00	6,248.31
1010	PlasmaCam/Power Drive	6,201.51	0.00	0.00	0.00	6,201.51
1020	Mullen Markings (Engraving Business)	805.45	0.00	758.00	0.00	47.45
1050	FFA	9,466.04	418.00	0.00	0.00	9,884.04
1100	SUMMER & YOUTH RECREATION	6,282.64	0.00	384.95	350.00	6,247.69
1125	ELEMENTARY ACTIVITIES	418.87	0.00	0.00	0.00	418.87
1150	PLAYGROUND	1,344.28	0.00	0.00	0.00	1,344.28
1300	CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1400	SPANISH CLUB	2,316.58	0.00	0.00	0.00	2,316.58
1500	NATIONAL HONOR SOCIETY	2,699.07	0.00	0.00	0.00	2,699.07
1520	Quiz Bowl	1,091.23	0.00	0.00	0.00	1,091.23
1550	SCIENCE FIELD TRIP	1,201.86	0.00	0.00	0.00	1,201.86

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.  
From 07/01/2025 to 07/31/2025.

Site ID Group ID	Site Name Group Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
1600	ART CLUB	4,812.72	0.00	0.00	0.00	4,812.72
1700	STUDENT COUNCIL	1,887.69	0.00	0.00	0.00	1,887.69
1750	Bronco Brew	1,679.90	0.00	0.00	0.00	1,679.90
1800	M CLUB	1,893.79	0.00	0.00	0.00	1,893.79
1801	Broncos Cross Country	4,051.23	200.00	37.00	-150.00	4,064.23
1802	Bronco Football	11,977.69	530.00	150.00	-35.00	12,322.69
1804	Bronco Girls Golf	40.00	0.00	0.00	0.00	40.00
1805	Bronco Volleyball	11,798.14	0.00	497.00	-165.00	11,136.14
1806	Bronco Lady Basketball	7,508.42	0.00	0.00	0.00	7,508.42
1807	Bronco Basketball	2,776.46	0.00	0.00	0.00	2,776.46
1808	Bronco Wrestling	9,129.76	530.00	0.00	0.00	9,659.76
1809	Bronco Track Team	1,388.94	0.00	0.00	0.00	1,388.94
1811	Bronco Boys Golf	10,880.34	0.00	1,709.06	0.00	9,171.28
1820	Bronco Play Production	1,511.14	0.00	0.00	0.00	1,511.14
1825	Bronco Speech	1,559.71	0.00	0.00	0.00	1,559.71
1840	Bronco Journalism	0.00	0.00	0.00	0.00	0.00
1950	Scholarships	2,145.62	0.00	0.00	0.00	2,145.62
1955	Marilyn Downing Scholarship est 2019	6,384.78	0.00	0.00	0.00	6,384.78
2200	TURNER FOUNDATION	833.49	0.00	0.00	0.00	833.49
3000	MATH-SCIENCE COALITION	3,723.66	0.00	0.00	0.00	3,723.66
3100	STEM	2,425.01	0.00	0.00	0.00	2,425.01
3200	Green House Project	13,378.26	0.00	111.61	0.00	13,266.65
<b>A Totals:</b>		262,605.31	2,594.21	5,669.30	0.00	259,530.22
<b>B</b>	<b>NSAA Activities</b>					
5000	NSAA Activities	-6,334.79	15.20	1,337.70	0.00	-7,657.29
5001	Cross Country	-914.00	135.15	0.00	0.00	-778.85
5002	Football	-5,720.95	191.93	1,176.00	0.00	-6,705.02
5004	Girls Golf	-643.51	0.00	0.00	0.00	-643.51
5005	Volleyball	-2,652.67	0.00	378.90	0.00	-3,031.57
5006	Girls Basketball	-973.04	100.00	314.50	0.00	-1,187.54
5007	Boys Basketball	-489.15	0.00	314.50	0.00	-803.65
5008	Wrestling	-5,566.93	787.55	0.00	0.00	-4,779.38
5009	Track & Field	-6,838.63	1,395.10	0.00	0.00	-5,443.53
5011	Boys Golf	-1,421.13	0.00	841.62	0.00	-2,262.75
5012	Play Production	-1,795.08	0.00	120.00	0.00	-1,915.08
5013	Speech	-2,356.29	0.00	120.00	0.00	-2,476.29
5014	Journalism	-60.00	0.00	0.00	0.00	-60.00
5050	Admissions	14,651.07	0.00	0.00	0.00	14,651.07
5060	Officials	-11,713.00	0.00	0.00	0.00	-11,713.00
5065	Travel	-1,283.47	0.00	0.00	0.00	-1,283.47
5070	Dues & Fees	-1,101.48	0.00	0.00	0.00	-1,101.48
<b>B Totals:</b>		-35,213.05	2,624.93	4,603.22	0.00	-37,191.34

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.  
From 07/01/2025 to 07/31/2025.

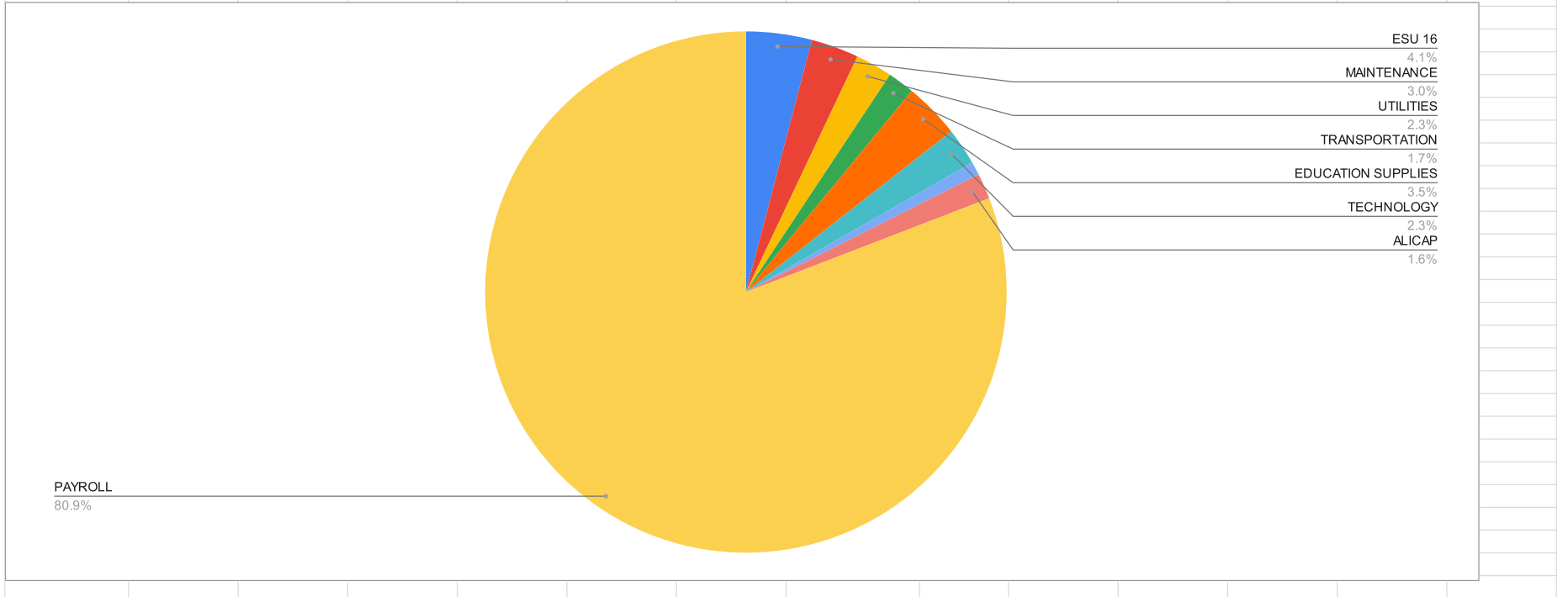
Site ID	Site Name		Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name	Activity ID    Activity Name					
<b>Mullen Activity Totals:</b>			227,392.26	5,219.14	10,272.52	0.00	222,338.88

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
Mullen Checking:			5,219.14	10,272.52		
Mullen Investment:						
Mullen Bank Balances:	227,392.26		5,219.14	10,272.52	0.00	222,338.88

<b>Report Activity Totals:</b>	227,392.26	5,219.14	10,272.52	0.00	222,338.88
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**2024-2025 MULLEN PUBLIC SCHOOLS GENERAL FUND EXPENDITURE DATA**

	ESU 16	Maintenance	Utilities	Transportation	Ed Supplies	Tech Supplies	Board/Admin Costs	Insurance	Payroll	Bills	Total	Transfers	
September 2024	\$2,619.44	\$58,468.19	\$5,879.40	\$2,871.31	\$4,735.32	\$4,251.73	\$2,483.88	\$66,159.00	\$285,010.72	\$147,468.27	\$432,478.99	\$0.00	
October 2024	\$26,478.99	\$2,607.58	\$5,823.12	\$5,967.86	\$12,848.36	\$7,766.31	\$1,574.33	\$0.00	\$303,156.96	\$63,066.55	\$366,223.51	\$0.00	
November 2024	\$18,545.55	\$2,939.02	\$5,147.95	\$9,488.42	\$11,149.61	\$427.00	\$874.82	\$0.00	\$294,981.94	\$48,572.37	\$343,554.31	\$0.00	
December 2024	\$26,923.99	\$8,774.59	\$5,595.80	\$3,880.80	\$18,550.87	\$8,166.00	\$695.57	\$0.00	\$299,340.14	\$72,587.62	\$371,927.76	\$0.00	
January 2025	\$18,445.55	\$3,886.15	\$9,933.72	\$6,623.92	\$2,513.25	\$0.00	\$14,930.72	\$0.00	\$309,194.29	\$56,333.31	\$365,527.60	\$0.00	
February 2025	\$26,203.99	\$3,053.07	\$15,230.00	\$4,738.91	\$5,441.39	\$4,842.13	\$4,074.39	\$1,471.00	\$285,489.32	\$65,054.88	\$350,544.20	\$0.00	
March 2025	\$18,520.55	\$21,326.30	\$14,875.59	\$6,364.85	\$4,318.20	\$0.00	\$2,663.92	\$0.00	\$290,840.36	\$68,069.41	\$358,909.77	\$0.00	
April 2025	\$19,766.58	\$11,012.70	\$11,380.29	\$6,282.14	\$8,718.75	\$0.00	\$1,005.01	\$0.00	\$293,547.55	\$58,165.47	\$351,713.02	\$0.00	
May 2025	\$16,615.13	\$8,560.65	\$5,056.01	\$7,015.93	\$13,990.21	\$24,676.20	\$2,249.69	\$0.00	\$301,090.52	\$78,163.82	\$379,254.34	\$0.00	
June 2025	\$0.00	\$352.39	\$8,967.95	\$10,855.36	\$37,458.18	\$3,010.00	\$2,520.55	\$500.00	\$287,202.83	\$63,664.43	\$350,867.26	\$0.00	
July 2025	\$0.00	\$1,658.62	\$4,475.20	\$5,023.71	\$4,967.82	\$2,068.00	\$1,223.11	\$0.00	\$256,581.90	\$19,416.46	\$275,998.36	\$0.00	
August 2025	\$0.00	\$3,564.18	\$5,170.45	\$1,464.93	\$23,331.58	\$42,773.45	\$636.51	\$0.00	\$246,981.97	\$389,498.70	\$636,480.67	\$312,557.60	
	\$174,119.77	\$126,203.44	\$97,535.48	\$70,578.14	\$148,023.54	\$97,980.82	\$34,932.50	\$68,130.00	\$3,453,418.50	\$817,503.69	\$4,583,479.79	\$312,557.60	\$4,896,037.39
	0.038	0.028	0.021	0.015	0.032	0.021	0.008	0.015	0.753	0.178			
Budgeted Amount	\$200,000.00	\$197,000.00	\$190,000.00	\$125,000.00	\$135,000.00	\$95,000.00	\$63,000.00	\$85,000.00	\$3,460,000.00	\$1,090,000.00	\$4,550,000.00	\$255,000.00	\$4,805,000.00
Remaining	\$25,880.23	\$70,796.56	\$92,464.52	\$54,421.86	-\$13,023.54	-\$2,980.82	\$28,067.50	\$16,870.00	\$6,581.50	\$272,496.31	-\$33,479.79	-\$57,557.60	-\$91,037.39



# Mullen Public Schools

## Rollup Report

Cycle: FY24-25; 1st Detail Element: FUND; 1st Detail Level: None; 2nd Detail Element: FUNCTION; 2nd Detail Level: None; 3rd Detail Element: None; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; 5th Detail Level: None; Account Expression: ([FUND] <> "05") AND ([FUNCTION] >= "01100") ; 1st Subtotal Element: FUND; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None; Begin Date: 08/01/2025; End Date: 08/31/2025; Subtotal on Account Type: Yes; Include Encumbrances: Yes

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	01100 - Regular Instruction	\$154,284.50	\$1,986,896.97	\$1,986,896.97	\$1,961,230.54	\$20,195.63	\$5,470.80	98.71
01 - GENERAL FUND	01200 - SPED Instruction School Age	\$14,945.68	\$395,140.58	\$395,140.58	\$421,563.24	\$55.99	(\$26,478.65)	106.69
01 - GENERAL FUND	02110 - Attendance & Social Work Services	\$0.00	\$15,694.75	\$15,694.75	\$10,115.06	\$0.00	\$5,579.69	64.45
01 - GENERAL FUND	02120 - Guidance Services	\$5,579.36	\$78,743.10	\$78,743.10	\$69,811.02	\$0.00	\$8,932.08	88.66
01 - GENERAL FUND	02130 - Health Services	\$0.00	\$8,500.00	\$8,500.00	\$737.38	\$0.00	\$7,762.62	8.68
01 - GENERAL FUND	02140 - Psychological Services regular education	\$0.00	\$60,000.00	\$60,000.00	\$7,152.80	\$0.00	\$52,847.20	11.92
01 - GENERAL FUND	02141 - Psychological Services SPED school age	\$0.00	\$27,431.00	\$27,431.00	\$19,715.76	\$0.00	\$7,715.24	71.87
01 - GENERAL FUND	02151 - Speech Pathology/Audiology SPED School Age	\$0.00	\$68,345.00	\$68,345.00	\$57,452.49	\$0.00	\$10,892.51	84.06
01 - GENERAL FUND	02161 - Occupational Therapy SPED School Age	\$0.00	\$13,930.00	\$13,930.00	\$13,911.83	\$0.00	\$18.17	99.87
01 - GENERAL FUND	02171 - Physical Therapy SPED school age	\$0.00	\$5,844.00	\$5,844.00	\$5,759.00	\$0.00	\$85.00	98.55
01 - GENERAL FUND	02190 - Support Services Non-SPED	\$324.86	\$39,600.00	\$39,600.00	\$12,996.19	\$0.00	\$26,603.81	32.82
01 - GENERAL FUND	02210 - Improvement of Instruction	\$0.00		\$0.00	\$503.56	\$0.00	(\$503.56)	
01 - GENERAL FUND	02211 - School Improvement	\$0.00		\$0.00	\$542.35	\$3,495.00	(\$4,037.35)	
01 - GENERAL FUND	02213 - Instructional Staff Training	\$0.00	\$6,229.50	\$6,229.50	\$8,310.93	\$149.00	(\$2,230.43)	133.41
01 - GENERAL FUND	02220 - Library/Media Services	\$3,365.77	\$71,601.88	\$71,601.88	\$44,241.11	\$118.81	\$27,241.96	61.79
01 - GENERAL FUND	02224 - Educational Television Services	\$23,000.00	\$24,000.00	\$24,000.00	\$23,000.00	\$0.00	\$1,000.00	95.83
01 - GENERAL FUND	02230 - Instruction Related Technology	\$32,834.69	\$73,629.46	\$73,629.46	\$82,768.48	\$2,963.00	(\$12,102.02)	112.41
01 - GENERAL FUND	02240 - Academic Student Assessment (not teacher initiated)	\$2,130.00		\$0.00	\$5,486.60	\$0.00	(\$5,486.60)	
01 - GENERAL FUND	02310 - Board of Education	\$216.66	\$355,243.58	\$355,243.58	\$18,558.75	\$0.00	\$336,684.83	5.22
01 - GENERAL FUND	02320 - Executive Administration	\$16,324.31	\$200,165.66	\$200,165.66	\$191,550.60	\$0.00	\$8,615.06	95.70
01 - GENERAL FUND	02330 - District Legal Services	\$0.00	\$25,000.00	\$25,000.00	\$3,913.00	\$0.00	\$21,087.00	15.65
01 - GENERAL FUND	02410 - Office of the Principal	\$24,254.56	\$353,834.00	\$353,834.00	\$367,355.87	\$2.35	(\$13,524.22)	103.82
01 - GENERAL FUND	02490 - School Administration-Other	\$237.21	\$43,156.50	\$43,156.50	\$10,349.88	\$0.00	\$32,806.62	23.98
01 - GENERAL FUND	02510 - Fiscal Services	\$13,393.55	\$146,266.66	\$146,266.66	\$156,110.22	\$23.79	(\$9,867.35)	106.73
01 - GENERAL FUND	02570 - Personnel Services	\$946.70		\$0.00	\$1,629.36	\$0.00	(\$1,629.36)	
01 - GENERAL FUND	02580 - Administrative Technology Services	\$3,853.28	\$9,938.61	\$9,938.61	\$12,134.18	\$0.00	(\$2,195.57)	122.09
01 - GENERAL FUND	02610 - Operation of Buildings/Custodial	\$7,981.82	\$240,600.00	\$240,600.00	\$148,062.84	\$162.79	\$92,374.37	61.54
01 - GENERAL FUND	02620 - Maintenance of Buildings	\$120,537.73	\$352,684.00	\$352,684.00	\$403,197.94	\$98.99	(\$50,612.93)	114.32
01 - GENERAL FUND	02630 - Grounds Care/Upkeep	\$381.44	\$18,200.00	\$18,200.00	\$24,009.85	\$0.00	(\$5,809.85)	131.92

# Mullen Public Schools

## Rollup Report

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - GENERAL FUND	02650 - Vehicle Operation/Maint/Purchase (non student transport)	\$423.86		\$0.00	\$5,205.59	\$0.00	(\$5,205.59)	
01 - GENERAL FUND	02660 - Security	\$0.00	\$8,000.00	\$8,000.00	\$2,292.47	\$0.00	\$5,707.53	28.66
01 - GENERAL FUND	02670 - Safety	\$19.51	\$5,999.02	\$5,999.02	\$7,786.30	\$0.00	(\$1,787.28)	129.79
01 - GENERAL FUND	02710 - Vehicle Operation/Purchase - Regular Education	\$70,151.77	\$244,456.94	\$244,456.94	\$219,253.56	\$0.00	\$25,203.38	89.69
01 - GENERAL FUND	02730 - Vehicle Service/Maint Regular Education	\$601.63	\$15,000.00	\$15,000.00	\$16,053.81	\$0.00	(\$1,053.81)	107.03
01 - GENERAL FUND	03535 - High Ability Learners	\$0.00	\$3,500.00	\$3,500.00	\$4,705.18	\$0.00	(\$1,205.18)	134.43
01 - GENERAL FUND	03540 - State Early Childhood Grant	\$24,238.57		\$0.00	\$24,238.57	\$6,107.32	(\$30,345.89)	
01 - GENERAL FUND	03551 - Career Education	\$2,557.60		\$0.00	\$5,451.50	\$0.00	(\$5,451.50)	
01 - GENERAL FUND	06200 - Title I Part A	\$0.00	\$42,983.51	\$42,983.51	\$34,377.35	\$0.00	\$8,606.16	79.98
01 - GENERAL FUND	06310 - Title II Part A	\$0.00		\$0.00	\$300.65	\$0.00	(\$300.65)	
01 - GENERAL FUND	06406 - IDEA Preschool (619) Base Allocation	\$0.00	\$1,600.00	\$1,600.00	\$1,553.00	\$0.00	\$47.00	97.06
01 - GENERAL FUND	06408 - IDEA Part B(611) Base/Enrollment Poverty Age 0-21	\$0.00	\$36,200.00	\$36,200.00	\$36,121.00	\$0.00	\$79.00	99.78
01 - GENERAL FUND	06969 - Title IV Part A ESEA/ESSA SSAE Grant	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	100.00
01 - GENERAL FUND	06992 - REAP	\$0.00	\$42,400.00	\$42,400.00	\$19,734.38	\$0.00	\$22,665.62	46.54
01 - GENERAL FUND	08000 - Transfers-Outgoing	\$115,000.00	\$70,000.00	\$70,000.00	\$115,000.00	\$0.00	(\$45,000.00)	164.29
01 - GENERAL FUND	09005 - Non Program Expenditures	\$0.00		\$0.00	\$55,000.00	\$0.00	(\$55,000.00)	
<b>Subtotal of Account Type: Expenditure</b>		<b>\$637,585.06</b>	<b>\$5,100,814.72</b>	<b>\$5,100,814.72</b>	<b>\$4,639,244.19</b>	<b>\$33,372.67</b>	<b>\$428,197.86</b>	
<b>Subtotal of Element: [FUND] 01 - GENERAL FUND</b>		<b>\$637,585.06</b>	<b>\$5,100,814.72</b>	<b>\$5,100,814.72</b>	<b>\$4,639,244.19</b>	<b>\$33,372.67</b>	<b>\$428,197.86</b>	
02 - DEPRECIATION FUND	02900 - Other Support Services	\$98,875.00	\$554,293.43	\$554,293.43	\$224,425.00	\$0.00	\$329,868.43	40.49
<b>Subtotal of Account Type: Expenditure</b>		<b>\$98,875.00</b>	<b>\$554,293.43</b>	<b>\$554,293.43</b>	<b>\$224,425.00</b>	<b>\$0.00</b>	<b>\$329,868.43</b>	
<b>Subtotal of Element: [FUND] 02 - DEPRECIATION FUND</b>		<b>\$98,875.00</b>	<b>\$554,293.43</b>	<b>\$554,293.43</b>	<b>\$224,425.00</b>	<b>\$0.00</b>	<b>\$329,868.43</b>	
03 - EMPLOYEE BENEFIT FUND (unemplo)	02900 - Other Support Services	\$0.00	\$78,734.02	\$78,734.02	\$0.00	\$0.00	\$78,734.02	0.00
<b>Subtotal of Account Type: Expenditure</b>		<b>\$0.00</b>	<b>\$78,734.02</b>	<b>\$78,734.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$78,734.02</b>	
<b>Subtotal of Element: [FUND] 03 - EMPLOYEE BENEFIT FUND (unemplo)</b>		<b>\$0.00</b>	<b>\$78,734.02</b>	<b>\$78,734.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$78,734.02</b>	
06 - LUNCH FUND	03100 - Food Service Operations	\$1,007.08	\$165,743.23	\$165,743.23	\$165,678.15	\$0.00	\$65.08	99.96
<b>Subtotal of Account Type: Expenditure</b>		<b>\$1,007.08</b>	<b>\$165,743.23</b>	<b>\$165,743.23</b>	<b>\$165,678.15</b>	<b>\$0.00</b>	<b>\$65.08</b>	
<b>Subtotal of Element: [FUND] 06 - LUNCH FUND</b>		<b>\$1,007.08</b>	<b>\$165,743.23</b>	<b>\$165,743.23</b>	<b>\$165,678.15</b>	<b>\$0.00</b>	<b>\$65.08</b>	
08 - SPECIAL BUILDING FUND	04700 - Building Improvements	\$0.00	\$453,604.32	\$453,604.32	\$0.00	\$0.00	\$453,604.32	0.00

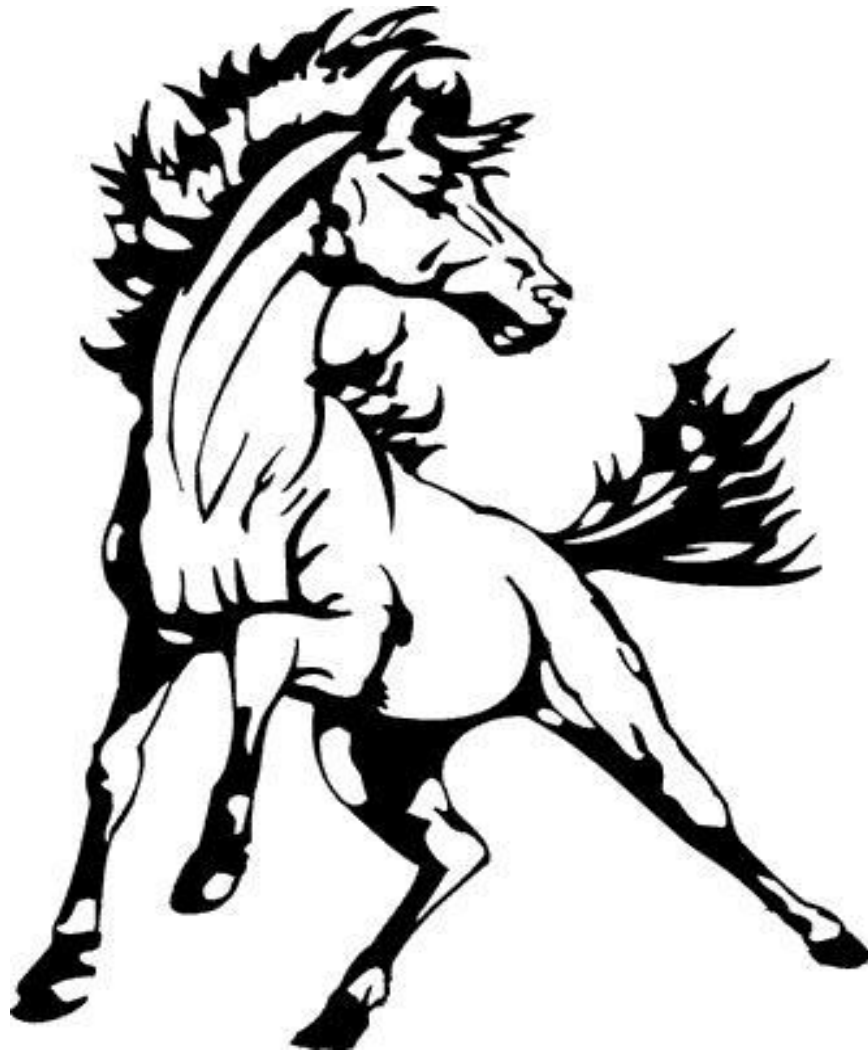
# Mullen Public Schools

## Rollup Report

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
Subtotal of Account Type: Expenditure		\$0.00	\$453,604.32	\$453,604.32	\$0.00	\$0.00	\$453,604.32	
Subtotal of Element: [FUND] 08 - SPECIAL BUILDING FUND		\$0.00	\$453,604.32	\$453,604.32	\$0.00	\$0.00	\$453,604.32	
Grand Total		\$737,467.14	\$6,353,189.72	\$6,353,189.72	\$5,029,347.34	\$33,372.67	\$1,290,469.71	



# MULLEN PUBLIC SCHOOLS STUDENT HANDBOOK



## 2025-2026 Edition

404 N Blaine Ave  
P.O. Box 127  
Mullen, NE 69152  
Phone: (308) 546-2223 (HS)

106 NE 2nd St.  
P.O. Box 89  
Mullen, NE 69152  
Phone: (308) 546-2292 (Elementary)

Fax: (308) 546-2209

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# WELCOME

Dear Students and Parents/Guardians:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents/guardians are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of this handbook that you must read, sign, and return no later than August 23, 2025.**

This handbook contains information of value to every student and parent/guardian. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

*Chris Kuncl*

Chris Kuncl  
Superintendent

## **Intent of Handbook**

This handbook is intended to be used by students, parents, guardians, and staff as a guide to the rules, procedures, and general information about Mullen Public Schools. Students and their parents/guardians must become familiar with the handbook, and parents/guardians should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents/guardians” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chris Kunch in writing at 404 N. Blaine, P.O. Box 127, Mullen, NE 69152 or by telephone at (308) 546-2223. For further assistance, you may also contact the Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” under the *Legal* section below.

## **Notice of Non-Discrimination for School Lunch Program**

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/ad-3027.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 or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

### **Notice To Parents/Guardians And Students**

Mullen Public Schools have been inspected for friable asbestos and asbestos containing material (ACM). All friable asbestos has been removed from the buildings. ACM has been identified and a management plan is in place. This plan is available for public inspection in the Superintendent's office.

### **Notice To Visitors**

All Visitors to Mullen Elementary School or Mullen 6-12 School are to report to the office. Solicitors and friends will not be permitted to visit students during school time. Parents/Guardians are welcome and encouraged to come and visit the school at any time after first stopping and notifying the office. Students wishing to bring guests must obtain approval from the principal prior to doing so.

# SECTION 1 – DISTRICT WIDE POLICIES

## DIRECTION & PURPOSE Mission, Vision, & Tagline

The Mission of Mullen Public Schools is

to Build a Foundation  
through Meaningful Relationships, Relevant and Challenging Coursework;  
to Create Opportunities for Learning  
in a Safe and Nurturing Environment;  
to Encourage Confidence, Critical Thinking, and Creativity  
in Our Students so they will  
become Successful and Productive Members of Society.

The Vision of Mullen Public Schools is

To prepare for the future by learning today.

The Tagline of Mullen Public Schools is



## **ACADEMIC INTEGRITY, CHEATING AND PLAGIARISM**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that 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.

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. Sanctions will be imposed against students who engage in such conduct. When duplicate papers are received, and neither party takes responsibility, both parties will face the same sanctions.

### **Cheating**

Cheating means intentionally misrepresenting the source, nature, or other conditions of academic work so as to receive undeserved credit, or to cooperate with someone else in such a misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

*In the context of tests, quizzes, oral examinations, and other examinations or academic performances, cheating includes, but is not limited to:*

- 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.
- Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas 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, phones, iPods, or the textbook during the test.
- 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.

*In the context of papers, daily assignments, essays, lab projects, and other similar academic work, cheating includes, but is not limited to:*

- 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 specific knowledge and permission of the instructor. This includes the use of Artificial Intelligence websites. See Policy 6038
- 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.
- 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/guardian or sibling, and the essay is substantially rewritten

by the student's parent/guardian or sibling. Assistance from home is encouraged, but the work must remain the student's.

- Failing to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- Alteration of Assigned Grades: Alteration of assigned grades is any unauthorized alteration of assigned grades by a student in the teacher's grade book or school records.

### **Consequences for Cheating**

The student will be required to complete the assignment and will receive 50% of the earned grade on the assignment/Assessment. The student will also be required to serve four days of 9th hour reporting to the principal. This includes the use of Artificial Intelligence websites without permission of the instructor. See Policy 6038

### **Plagiarism**

Plagiarism is to take and present as one's own a material portion of the ideas, words, or work 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:*

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

### **Consequence for Plagiarism**

The student will be required to complete the assignment and will receive 50% of the earned grade on the assignment/Assessment. The student will also be required to serve eight days of 9th hour reporting to the principal.

## **ATTENDANCE**

### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Attendance Policy**

1. Students are allowed to accumulate 5 unexcused absences per semester.
2. Each semester, the count will reset for the student and the school (Example: end of semester 1, student is at 5 days then starting semester 2 they are at 0 days) Days will NOT carry over from each semester.
3. If a 6-12 student receives more than 20 days total absences (excluding school activities) they will be reported to the truancy officer and notified by the school.

### **Excused Absences**

The following absences will be considered excused:

1. Physical or Mental Illness of the student (a physician's verification is required after four (4) consecutive absences.
2. Severe weather
3. Medical appointments for the student. Must provide a note from a medical professional (orthodontist, dentist, chiropractor, doctor, counselor, psychiatrist etc.)
4. Death or serious illness of the student's immediate family member
5. Bereavement- attending a funeral
6. Appearance at court/Legal matters
7. College Planning Visits
8. Observance of religious holidays of student's own faith
9. Granted absences as approved by administration

### **Parents/Guardians Are Obligated To**

- 1) Notify the office to inform the school of the reason for each absence.
- 2) Submit a medical note for each day of absence due to illness.

### **Excessive Absenteeism**

When a student receives 10 days of absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance. When a student is absent more than 20 days per year, or the hourly equivalent, the Attendance Officer is required by law to file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness, a report must be filed with the appropriate county attorney.

### **Absences Due To Illness**

The school district will contact parents/guardians if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments. If students are forced to quarantine due to exposure to or acquiring a virus, the school district requests parental contact and a plan for academic absence will be constructed to meet the academic needs of the student.

### **Planned Absences**

Parents/Guardians who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents/Guardians should make every attempt to schedule medical and other appointments after school hours when possible.

#### **For Planned Absences, Students Are Obligated To**

1. Complete all class work in advance for any absence that can be anticipated.
2. Attend school a 1/2 day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, unless approved by administration.
3. Check out of school at the office if leaving school during the school day and parents must notify the office.
4. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

#### **For Planned Absences, Parents Are Obligated To**

1. Call the appropriate building office to inform the school of the reason for each absence.
2. Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

### **Pregnant and Parenting Students**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

## **BULLETIN BOARDS**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **CAFETERIA RULES**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents/guardians who wish their child to eat lunch away from school must provide a written authorization to the student's elementary building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

**Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.**

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

**Students may not have cell phones or electronic devices while they are in locker rooms or restrooms.** During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in the office area only with the express permission of the principal.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may use cell phones or electronic communication devices while riding in school vehicles, if they have permission to do so from the driver or other adult(s) responsible for their supervision.

**Students shall be personally and solely responsible for the security of their cell phones. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.**

**Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately.** After discussing the rule violation with the student, the administration will return confiscated devices to the student after the first violation, then to the parent or guardian of the offending student any violations thereafter. 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.

## **CLASSROOM BEHAVIOR**

Student behavior and attitude in the classroom must be cooperative and serious. Teachers will establish classroom conduct rules that students must obey. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

## **COMPUTER NETWORK USE BY STUDENTS**

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

### **Student Expectations in the Use of the Internet**

#### Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

#### Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not falsify electronic mail messages or web pages.

## **Enforcement**

### **Methods of Enforcement**

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

### **Consequences for Violation of this Policy**

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

## **Protection of Students**

### **Children's Online Privacy Protection Act (COPPA)**

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

### Education About Appropriate Online Behavior

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

### CONFERENCES

Students' academic success has been closely linked to parental/guardian involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter.

In addition to formal conferences, classroom teachers will communicate with parents/guardians as necessary. Parents/Guardians are encouraged to communicate with their student's teacher or the building principal to discuss parental/guardian concerns, student needs, or any other issue.

### DAMAGE TO SCHOOL PROPERTY

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### DIRECTORY INFORMATION

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, email address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents/guardians have notified the school district that they do not want this information disclosed without prior written parental/guardian consent. Parents/guardians who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents/guardians do not wish to have released about their child or the particular types of outside organizations

to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of the current school year.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's/guardian's written instructions.

## **DRESS CODE**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

## **DRILLS**

The school district will hold routine evacuation drills, fire drills, tornado drills, bomb threat drills, lockdown drills, and intruder drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

## **DRUGS, ALCOHOL, & TOBACCO**

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Smoking, Juuling, Vaping, and Tobacco**

The use or possession of any tobacco product, including the use of vapor products such as Juuls, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time by students or parents/guardians.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following: Desks may be sniffed by sniffer dogs at any time. Vehicles parked on school property may be sniffed by sniffer dogs at any time. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **EMERGENCY CONTACT INFORMATION**

Parents/Guardians must complete an emergency information sheet sent home at the beginning of the year. The card should list the family physician's name, where parents/guardians or a responsible adult can be located, and any necessary emergency instructions. Parents/guardians must promptly inform the school if this contact information changes during the school year.

### **FIELD TRIPS/LEARNING ADVENTURES**

Classes occasionally take field trips/learning adventures off school property for educational enrichment. A student's parent/guardian, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a learning adventure by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend learning adventures. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **FINANCIAL**

#### **Bills**

Students should pay bills for supplies, fines, clothing orders, lunch etc. in the office. Any check for these payments should be made out to Mullen Public Schools unless otherwise instructed. Pursuant to board policy, the district may assess an additional penalty of \$30 for any check returned from the bank for insufficient funds. When students purchase items of significant value, they must make payment at the time of purchase or when the order is placed. Pursuant to Policy 3025.

#### **Books**

Students are responsible for the textbooks issued to them and library books that have been checked out. The teacher/librarian will note the condition and the author of the textbooks when they are checking out books to the students. If a student should lose a book, he/she should check with the office and the issuing teacher/librarian to see if it has been found. Students will be fined for damage to textbooks/library books at the time they check them in or at the conclusion of the school year. Fines are based on the following criteria:

- Lost Book/Irreparable Damage - Purchase price minus 20% depreciation for each year since purchase.
- Missing Both Covers - \$5.00
- Missing One Cover - \$2.50
- Torn Page - \$.25/PAGE
- Ink Blots and Non-Erasable Marks - \$.25/PAGE
- Water Damage – 50% of the replacement cost

#### **Fund-Raising Activities**

Students may be permitted or required to engage in fundraising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fundraising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

## **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **Definitions:**

1. "Students" means students, their parents/guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward advancement between grades; and (3) are not otherwise required by the district.

## **Fees Charged by this District**

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district will charge students a convenience fee to take the device off campus. The maximum dollar amount of this convenience fee charged by the district will be **\$30.00**. Students who do not pay this fee will not be allowed to take their device off campus. As with all school property, students may be charged for damage to such devices if they are at fault for the damage. To protect against such potential losses, students and parents may, but are not required to purchase insurance coverage for the devices on their own personal policies. Additionally, the district may allow students to purchase technological devices after graduation with their payments being credited to the purchase price. Students must meet the required amount to purchase their technological device.
3. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
4. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
5. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.
7. **Copies of Student Files or Records.** The school district may charge a fee for making copies of a student's files or records for the student's parents/guardians. The superintendent or the superintendent's designee shall establish a schedule of student record fees. Students' parents/guardians have the right to inspect and review the student's files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of 15 cents per black and white pages and 30 cents per colored pages for reproduction of student records.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machines, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
10. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
  - Band students must provide their own instruments or may rent them.

#### **Voluntary Contributions to Defray Costs**

When appropriate, the district will request donations of money, materials, equipment, or attire from parents/guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents/guardians, and patrons.

### **FOOD SERVICE PROGRAM**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

#### **Breakfast**

The school will serve breakfast daily from 7:15AM until 7:45AM. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges K-5 students \$3.00, 6-12 students \$3.50, and adults \$5.00 for breakfast.

## **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$4.00, 6-12 is \$5.00 and \$6.00 for adults. Extra Milk and Ala Carte items are \$.75 each. Seconds on food will cost \$2.50 for the first item and \$1.50 each additional item. Please check Policy 5045 Student Fees for more information.

## **Payment for Meals**

Students, who do not eat school meals but grab a milk or an ala carte item, will be charged on their account for that item. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the office. If a student has no funds available to pay for a meal, the student will be provided and charged for a meal. If a student has no funds available to pay for seconds on a meal, the student account will be allowed to charge up to \$20 and thereafter the student will not be allowed seconds until payment is made.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents/guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. Student accounts that owe the district over \$50.00 will not be denied a meal, but may be subject to receiving an alternate meal rather than the main meal so that the district incurs a minimal cost.

## **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The superintendent or his/her designee will contact households about unpaid meal charges and notify them of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, email, or other written or oral communication. If these collection efforts are unsuccessful, the school district has the right to offer the student another alternative meal rather than the main meal so that the district incurs a lesser cost.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district may use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Families may also be prohibited from purchasing activity tickets if they have an outstanding lunch balance. Students could be prohibited from their transcripts and cumulative files if the bill is not collected. Collection efforts will be continued into the following school year.

## **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA

through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (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: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provider.

## **HEALTH**

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guidelines for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school office.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state are required undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent/guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent/guardian of each child who is examined.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Head Lice**

Students found to have head lice, lice eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, the student’s parent/guardian will be notified, and if appropriate, will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice can be detected. The parent/guardian will be required to treat the student and accompany the student to school to be examined. The student will not be allowed to ride the school bus until the district has cleared the student to return to school.

### **Health Problems Limiting Activities**

Parents/Guardians who do not want their children to play outdoors or participate in physical education for health reasons, must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor’s verification.

Parents/Guardians should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents/guardians to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents/guardians cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents/Guardians must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents/guardians or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### **Provisional Enrollment**

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

### **Exemption**

Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Medications**

Whenever possible, parents/guardians should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents/Guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

#### **Prescription medication**

(1) Parents/Guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/Guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

#### **Non-prescription medication**

(1) Parents/Guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by the physician.

### **Physical Exam**

Students entering kindergarten, 7th grade, and 9th grade along with those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent/guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school office.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents/Guardians and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. If a student or staff registers a temperature greater than or at 100.4, they will be required to leave the school facilities. Students or staff that are ill will NOT be allowed to utilize school transportation. When a child is too ill to remain at school, a school employee will contact the child's parents/guardians and arrange for the child to be picked up or sent home. While the school district understands the vast area of the district, we expect parents/guardians to pick up their student(s) from school within 2 hours of the original phone call. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parents/guardians regarding treatment for the child. If the parents/guardians cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

## **HOMEBOUND INSTRUCTION**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental conditions are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine .

## **HOMELESS CHILDREN AND YOUTH**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Chris Kunch, who may be contacted at 308-546-2223.

## **HOMEWORK**

Classroom teachers will often assign homework. Parents/Guardians who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration. Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student and grade level. Normally, 10 min x grade level is the expected amount of time to spend on homework.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal.

## **LEGAL**

### **Bullying**

Students are prohibited from engaging in any form of bullying. "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 his/ her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to “coordinator” in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

### Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
  - a) The appeal must be in writing.

- b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
  - e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

#### No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

#### Special Rules Regarding Educational Services and Related Services to Students with Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

#### Bad Faith or Serial Filings

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient

operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

Mullen Public Schools strives to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means 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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent/guardian handbook or an equivalent such publication. Parents/guardians and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents/guardians or legal guardians shall be provided a copy of the dating violence policy and relevant information.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of

creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kara Connealy at 308-546-2223, kara.connealy@mullenpublicschools.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mike Kvanvig at 308-546-2223, mike.kvanvig@mullenpublicschools.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact their building Principal: Brett Mauler 308-546-2292 or brett.mauler@mullenpublicschools.org or Mike Kvanvig at 308-546-2223, mike.kvanvig@mullenpublicschools.org or in person at school or contact them in person at their respective school building.

Students may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Military Access**

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who object to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 31.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Non-Discrimination Statement**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age 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 nondiscrimination policies:

Name: Chris Kuncl

Title: Superintendent

Address: 404 N Blaine Ave., PO Box 127 Mullen NE 69152

Telephone:308-546-2223

E-mail: chris.kuncl@mullenpublicschools.org

For further information on notice of nondiscrimination, visit:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 3053–Nondiscrimination.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **LIBRARY**

Books may be checked out for a period of two weeks and may be renewed as needed. Books are to be checked out and returned to the library. Books are bar coded and students have each been assigned a library patron number. Upon checkout, a student's books are scanned and his/her patron number is entered into the computer. When returned, the items are rescanned and checked back via computer.

If a student needs a book and the library is unmanned, he/she MUST sign the card inside the book and leave it on the desk. If students are discovered to have removed library materials without checking them out first, they will be subject to severe disciplinary action and will lose library privileges.

### **LOST AND FOUND**

A lost and found department is maintained in the office of the school secretary. Lost items should be reported to the teacher and/or the office immediately once the absence is discovered. Any item found by a student must be turned in to the teacher where it was found or the office. Items not claimed at the end of the school year will be discarded.

### **MUTUAL RESPECT**

Mullen Public Schools expect every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **MULTICULTURAL POLICY**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

## **NO "0" (ZERO) PROCEDURE**

The No "0" Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to give them consequences with a required 9th hour (for grades 6-12) and possibly a before school or lunch detention or loss of recess (for grades K-5). Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi.

**For grades 6-12: If a student does not turn in the required assignment by 3:15 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher and may be required to serve a Saturday school if the behavior continues. The teacher is responsible for notifying the principal when an assignment has not been turned in resulting in a grade of a Zero in the Powerschool grading system.**

## **OPTING OUT OF ASSESSMENTS**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

## **PARENTAL INVOLVEMENT**

### **Communicating with Parents/Guardians**

Parents/Guardians shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school will notify parents/guardians if their students are failing or close to failing. The school will attempt to notify parents/guardians of failing students prior to entry of the failing grade on the student's report card.

Parents/Guardians will also be notified of their student's possible failure to meet grade level requirements. Other pertinent information will be communicated to parents/guardians by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Parent Volunteers at School**

Our school definitely encourages parent volunteer help. Parent volunteers help in the individual classrooms, work with individual students or small groups, help with parties, help with program and field trips, help in libraries, and in many other ways. Parents and teachers working together will help make our schools-not just better, but GREAT! If you have time to give, do contact your child's teacher or the school office. There is a place for you! For the sake of the classroom setting, we are asking you to NOT bring younger siblings. This should be a special time for you and your child.

## **PERSONAL ITEMS**

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

## **REPORT CARDS**

Report cards can be viewed at all times with PowerSchool Access. Report cards are sent home the week following the end of the semester. Mid-quarter reports may be sent to parents/guardians of students who are having difficulty in an academic subject. Quarter report cards will not be sent home.

## **SCHOOL DAY**

The school day typically begins at 7:45AM and ends at 3:15 PM. Students are to leave the school grounds after dismissal. School staff or designated personnel will provide supervision for students on school grounds 15 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day or contact the school if other arrangements need to be made.

## **SCHOOL PICTURES**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents/Guardians will be notified of the date. Included in the individual packet is a class composite. Parents/Guardians who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **SCHOOL SAFETY**

The administration has the right to do whatever is necessary to insure the safety of students at school and school activities.

## **SNOWBALLS**

Mullen Public School students are NOT allowed to throw snowballs at any time during the school day. Violators will be disciplined.

## **STUDENT DISCIPLINE**

### **General Discipline Philosophy**

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

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

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents/guardians.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.

4. Parents/Guardians play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent/guardians 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/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; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

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

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

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

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

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be designated to a location where they will study and/or participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action.

### **Emergency Exclusion**

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

### **Public Displays of Affection**

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

### **Short-Term Suspension**

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

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administration or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help the student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal will send a written statement to the student and the student's parent/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/guardian, to have a conference with the principal ordering the short-term suspension before or at the time the student returns to school. The principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Long-Term Suspension**

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

## **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
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 a 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/plan and such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

## **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment**

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

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

- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send an email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

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

1. On the date of the decision to discipline, the principal shall file with the superintendent a written charge and a summary of the evidence supporting such charges.
2. The principal shall serve the student and the student's parents/guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parents/guardians, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent/guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his/her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself/herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parent/guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  5. If a hearing is requested within five days after receipt of the notice, the superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
  7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

## **STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS**

### **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents/guardians when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Protection of Student Rights**

The Board of Education respects the rights of parents/guardians and their children and has adopted a Protection of Pupil Rights policy in consultation with parents/guardians to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents/Guardians may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled as follows: Parents/Guardians may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their student's' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Services**

Mullen Public Schools works to provide a comprehensive education to develop all students for future success. In an effort to achieve this goal, Mullen Public Schools provides a school counselor to be accessible to all students K-12. The school counseling program aims to assist students with academic, college/career, and social/emotional concerns.

The school counseling program is available for short-term, individual counseling. As needs arise, school counselors may also provide group counseling. In the event that a student is asked to join group counseling, parent/guardian written permission will be obtained. Should a student's needs require long-term counseling, the student will be referred to ESU Services working in conjunction with Mullen Public Schools or outside mental health providers upon request.

Information students share with the School Counselor is confidential. The student's right to privacy is protected as much as law, ethics, and school rules allow. Meetings with the school counselor will remain confidential except for the following cases: the student presents a danger to themselves or someone else, the student has

been neglected or abused, by court order, or if the student gives permission for the information to be shared. The School Counselor may consult with other school professionals or ESU mental health professionals but will only share what is needed to achieve the goals of the consultation.

Social, Academic, and Emotional Behavior Risk Screeners (SAEBRS) are required to be conducted two times per year. If a parent would like to have their student opted out of this screen process, the school counselor or building principal needs to be notified and a release needs to be signed. Please contact the school counselor for the request of an opt out form.

### **Student Records**

The Family Education Rights and Privacy Act (“FERPA”) provides parents/guardians certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If parents/guardians believe one of their student’s records are inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents/guardians of the decision and advise them of their right to a hearing regarding the request for amendment.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Waiver Policy**

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 and/or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities.

Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Technological device fees are not covered under the waiver. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

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

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

#### **Definition of Firearm**

The term “firearm, as defined in 18 U.S.C. 921, means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

### Exceptions Regarding Firearms

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

### Consequences - Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

## **THREAT ASSESSMENT & RESPONSE**

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION  
SHOULD BE REPORTED TO THE POLICE AT 911.

### **Threat Assessment Team**

The threat assessment team shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, or other members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### **Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any

threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

### **Communication with the Public about Reported Threats**

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence, if that individual is a minor.

## **TRANSPORTATION SERVICES**

The district operates school buses as a convenience for students and parents/guardians. They represent a substantial investment, and students are expected to care for and respect them.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the administration.

Students who are not regular route riders may ride the bus with the approval of the route driver.

### **Transportation to School**

Students who ride the bus to school will arrive in time to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The superintendent will schedule bus routes, and questions concerning them should be directed to that office.

### **Bus/School Vehicle Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all MPS conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. *If misconduct is recurring, the student will not be allowed bus services.*

#### **Rules of Conduct in School Vehicles**

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.

8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to the head coach that has been signed by that student's parent/guardian to receive approval. It is highly encouraged that the person signing off the student is at minimum 19 years old. Administration will not allow MPS students to sign off other MPS students. Alternatively, a parent/guardian present at the event may sign the student off the bus list.

## **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building users violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building users and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or

programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent/guardian or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Recordings Made by Parents/Guardians and Patrons**

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

### **Recordings Made by Students**

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal. Parents need to notify the school by 9:30 am if they are going to eat lunch that day with their student. Parents will not be permitted to eat lunch and attend recess more than 5 times in a semester.

## **WEATHER-RELATED SCHOOL CLOSING**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on Weather Threat, Thrillshare, School Website, and School Social Media. Parents/Guardians should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the

school or individual staff members to find out whether school is being canceled. Parents/Guardians who do not believe it is safe to transport their students to school may keep their students home after contacting the district office. *If schools are closed due to severe weather conditions, all after-school activities will be canceled.*

### **WITHDRAWAL FROM SCHOOL**

Any time it is necessary for a student to withdraw from school permanently or for an extended period of time, they must bring a statement from their parents/guardians giving the reason, their intentions, and their signatures. Upon receipt of such a statement, the office will issue the student a checkout sheet to be signed by the entire faculty having that student in class or an activity. Transcripts will be sent upon written request by new schools.

## **SECTION 2 – ELEMENTARY SCHOOL POLICIES**

### **ELEMENTARY SCHOOL DAY**

#### **Bicycles & Other Items with Wheels**

It is the responsibility of parents to determine whether students bring bicycles to school. The school may revoke this privilege if safety violations occur. The school is NOT responsible for lost or damaged bicycles. BICYCLES ARE NOT TO BE RIDDEN ON PLAYGROUNDS OR SIDEWALKS while school is in session. Students should know how to use proper hand signals and rules of the road before being allowed to ride them to school. Bicycles must be parked in the rack provided. Also, students are NOT allowed to ride skateboards, roller blades, scooters, or any item with wheels on school property while school is in session.

#### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy to Child Protective Services at 1-800-652-1999. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person 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 child is six years of age or younger; or (5) sexually abused.

#### **Class Dismissal**

Classes are in session from the start of the class until the teacher dismisses the class. Students may not leave their classrooms until they have been excused by their classroom teacher. Each teacher will have their own tardy policy that students will be required to follow.

#### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students must wear over shoes or snow boots when the playground is wet or muddy. If a student does not have over shoes or snow boots, then they will be required to stay on dry ground or cement for the duration of recess. Snow boots worn to school should be taken off and regular shoes worn during the day. Snow boots, hats, gloves, scarfs, and coats worn to school must be marked with the student's name.

#### **Conduct at School Activities**

Students are expected to conduct themselves with proper behavior using good manners and appropriate actions at school activities outside of the regular school day. Those who do not act in an acceptable way may be asked to leave.

#### **Entering the Building**

Students are to report at 7:45AM to their classroom. The lunchroom door will be open at 7:30AM for students who are eating breakfast, unless the weather is inclement. Alternative arrangements may be made in the event a student must enter the building to take care of school business or receive assistance from faculty members.

### **Lunch**

The meals are served in the lunchroom of the elementary school. Weekly menus will be published in the bulletin and posted in each building.

Elementary students are allotted 30 minutes for lunch, followed by a recess determined by the K-5 Principal.

### **Parties**

Elementary classes may have seasonal parties during the year.

Birthday treats may be provided for classes. Teachers will exercise judgment as to the most appropriate time to celebrate.

Invitations to attend private parties will NOT be distributed at school unless distributed to ALL boys or ALL girls or the entire class.

### **Pets at School**

Students are responsible for obtaining specific approval and pre-arranging with their teacher who will seek approval from their building principal before pets may be brought to school.

### **Physical Education**

Elementary students are required to have appropriate shoes for physical education classes. Students must wear tennis shoes and they will not be allowed to participate barefoot, in socks, or in any kind of boots or sandals. Student's are to keep a 2nd pair of tennis shoes at the school designated as their "PE" shoes so they do not miss PE class.

### **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, or clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day unless given permission by the playground supervisor.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Request to Stay Indoors at Recess**

Notes from parents generally will be honored by the school to allow a student to remain inside. However, we do feel that if a child is well enough to come to school, usually the child is well enough to participate in the daily school program. Special arrangements may be made for children with chronic health conditions.

### **School Property**

The school district owns and exercises exclusive control over student desks, cubbies, computer equipment, and other such property. Students should not expect privacy regarding usage of, or items placed in, or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of desks, computers, and other such property may be conducted at the discretion of the administration. School officials may inspect students' school material without any particularized suspicion or reasonable cause.

### **Tardiness**

Students who are tardy are to report to the office upon entering the building. They will be required to make up time after school or during recess if there is no justifiable reason for their tardiness. If students are required to stay late after school, then the parent's/guardian's will be notified ahead of time. Parents/guardians will be informed of students who are chronically tardy.

### **Telephone Calls**

A telephone is located in the office and student's must ask permission from school personnel to use the phone. Students will not be called from class to answer the phone except in an emergency and only if the phone call is from a parent or guardian. The school phone number is 546-2292.

## **ELEMENTARY SUPPORT SERVICES**

### **Guidance & Counseling**

Second Step is the counseling curriculum used for the students. Counselors are available within the district and also available through the ESU by referral.

### **Multi-Tiered System of Support**

Parents/Guardians who believe their student has learning, behavior, or emotional needs that are not being addressed by the school district should contact the student's teacher. As appropriate, the teacher will bring the request to the MTSS team. The MTSS team will explore possibilities and strategies that will best meet the educational needs of the student.

### **Title I Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

## **ELEMENTARY SCHOLASTIC ACHIEVEMENT**

### **Grades**

Students will have standards based grades in K-3 and will receive letter grades for grades 4-5.

K-3rd Standards Based Grading Description: A list of expected outcomes by the end of the grade level are listed on the report card and students will receive a 1-4 scale based on their competency in each of the areas listed on the report card.

4th and 5th grading system is as follows:

A	100% - 93%
B	92% - 86%
C	85% - 78%
D	77% - 70%
F	Below 70% actual number grade will be given.
I	Incomplete

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

### **Standardized Testing**

MPS utilizes FastBridge, MAP Growth, and NSCAS Growth testing in grades K-5. Results will be sent home upon availability of the results.

## **SECTION 3 – MIDDLE/HIGH SCHOOL POLICIES**

### **MIDDLE/HIGH SCHOOL DAY**

#### **Band**

Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policies.

#### **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to pump or breastfeed in a place, other than a bathroom, that is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

#### **Class Dismissal**

Classes are in session from the start of the class until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher. Each teacher will have their own tardy policy that students will be required to follow.

#### **Closed Campus**

Students may not leave the building without signing out of the main office. Students may leave campus to go to open campus lunch pursuant to school policy.

#### **Driving and Parking Personal Vehicles**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students are to park in one of the designated parking areas near the school and leave the vehicle in that place until school is dismissed for the day. Students shall not park their vehicles on private property.
2. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. This includes the lunch period. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

#### **Entering the Building**

Students are to report at 7:45AM to their first period class. Students should report directly to their first period class upon arrival in the morning. The doors will be open at 7:15 AM for students, unless the weather is

incent. Alternative arrangements may be made in the event a student must enter the building to take care of school business or receive assistance from faculty members.

### **Graduation**

Students will not be permitted to participate in the graduation exercise unless they are properly attired. All graduates must wear shoes during the entire ceremony. Male graduates are to wear long pants, not shorts. There is to be no other adornment on the graduation gown except for flowers and those given to the student for honor/scholastic purposes as approved by the administration.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or 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 assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

If a student wishes to place a lock on their locker, they must furnish the lock. In the event a lock is placed on a locker, a key or the combination must be filed in the principal's office. Only school-related items and personal clothing are to be kept in the lockers.

### **Lunch**

High School students are allowed an open campus for lunch. Students are expected to eat lunch at the cafeteria, at a local business, or eat at home. Students are welcome to bring a sack lunch and eat it at the cafeteria. No loitering on private lawns, etc. will be permitted. School rules and policies, especially those governing student conduct, are in full effect and will be enforced during the noon hour.

Students who are riding to lunch must ride legally and with a responsible adult. **At no time will students drive to hot lunch or drive over the noon hour**, unless approved through the building principal. Students are to be respectful of cooks, teachers, and elementary students. Cafeteria privileges may be lost or restricted as a result of misconduct. The meals are served in the lunchroom of the elementary school. Weekly menus will be published in the bulletin and posted in each building.

Students will not be able to eat hot lunch at the high school during the noon hour unless a sponsor or an organization calls a lunch meeting that is approved through the kitchen manager or the student participates in Teammates. Students will not be able to store lunches in or by the refrigerator in the Family & Consumer Sciences Room. The equipment in the Family & Consumer Sciences Room (i.e. microwave, forks, ketchup, plates, etc.) will not be available other than for classroom use.

### **Motor Vehicles**

Students who drive motor vehicles to school are to park in one of the parking areas near the school and leave the vehicle in that place until school is dismissed for the day. **AT NO TIME SHALL STUDENTS PARK THEIR VEHICLES ON PRIVATE PROPERTY OR DRIVE DURING THE SCHOOL DAY INCLUDING THE NOON HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED.** Violators will be disciplined and may be required to leave their keys in the Principal's office.

### **Open Campus Lunch for 6-12 Students**

Students in grades 6-12 are allowed to eat lunch off campus by either walking to the grade school cafeteria, Macke's Grocery store, or walking to a residence to eat. AT NO TIME SHALL STUDENTS DRIVE THEIR VEHICLES OVER THE LUNCH HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED. Students can ride with a non-student friend or non-student family member for off campus lunch. Violators will be disciplined and may be required to leave their keys in the Principal's office.

### **Physical Education**

The school district requires students in grades 6-9 to take Physical Education unless they have a medical excuse from a physician to release them from this requirement. A note from a parent/guardian presented to the instructor can temporarily excuse a student from physical education for reasons of injury or illness.

Students are responsible for providing their own physical education clothing, which should consist of tennis shoes, sweat socks, shorts, shirt or blouse. There are no particular requirements governing this clothing. Students are to take their clothing home frequently to be washed. It is expected that students will have their clothing for physical education each day. Failure to bring clothing will affect the physical education grade. Students are also expected to shower following strenuous exercise.

### **Public Displays of Affection**

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

### **Student Council**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student council shall be administered by the superintendent or designee.

### **Student Schedule Changes**

All desired schedule changes are to be referred to the counselor or principal. After notification, the student will complete a drop and add form with parental/guardian approval. Students will have limited time from the beginning of the semester to change courses for that semester. Changes in the schedule for the second semester must be made prior to the start of the second semester following the same procedure.

### **Tardiness**

Students who are tardy are to stop at the school office and obtain a pass to class. Parents/guardians will be notified of students who are chronically tardy and have no justifiable reason. Students may be asked to make up time after school.

Students who are tardy will be required to make up time after school if there is no justifiable reason for their tardiness. Teachers detaining students and causing them to arrive late to the next class will issue the student a pass to enter the next class. If the student misses the entire period, it will be an absence from class with the same effect as any absence.

### **Telephone Calls**

A telephone is located in the hallway next to the HS office. This phone is for student use and is to be used between classes if necessary. In an emergency, a student may request the use of the office phones. Students

will not be called from class to answer the phone except in an emergency and only if the phone call is from a parent or guardian. The school phone number is 546-2223.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

### **9<sup>th</sup> Hour**

9<sup>th</sup> hour takes place on regular school days, Monday through Thursday, from 3:30 PM to 4:00PM. This period is recovery time for students to make-up work, work ahead, or finish any work that must be done. All teachers will be present in their rooms during this time to provide any help needed. This period may be used by all students, but is **required** for all 9-12 students on the down list. The down list will be in effect starting with the first grade check of each quarter, about 8-10 days into the quarter. Before the first grade check, extra-curricular practices may begin at 3:30PM. After the first grade check, extra-curricular practices will begin at 4:15PM. As long as a student is eligible for participation, they will be allowed to miss 9<sup>th</sup> hour for games.

For students required to attend 9<sup>th</sup> hour, absences must be approved by the administration or the following consequences will be imposed:

**First offense** - Parents/guardians contacted. 1 week on the ineligible list. Time missed will be made up after school or during an In School Suspension.

**Second offense** - Parents/guardians contacted. 2 weeks on the ineligible list. Time missed will be made up after school or during an In School Suspension.

**Third offense** - Parents/guardians contacted. In-school suspension. 2 weeks on the ineligible list.

**Fourth offense** - Parents/guardians contacted. In-school suspension. Ineligible for all remaining school activities,

**Fifth offense** - Parents/guardians contacted. Short term out of school suspension. Ineligible for all remaining school activities.

**Sixth offense** - Parents/guardians contacted. Long term out of school suspension. Ineligible for all remaining school activities.

## **MIDDLE/HIGH SCHOOL ACADEMIC INFORMATION**

### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

### **Accelerated Math - Pre Algebra (7th Grade) / Algebra 1 (8th Grade)**

All eighth grade students may be allowed the opportunity to accelerate to Algebra I depending on required criteria. To qualify for Algebra I there are three (3) criteria of which the students **must** meet in order to accelerate:

1. NWEA MAPS assessment math score at the 85th percentile or above on the previous three (3) NWEA MAPS Math assessments. ***If the 85th percentile is not met on the previous 2 assessments, the student will NOT be considered for accelerated math. No exceptions.*** If a student scores above the 98th percentile on the NSCAS growth assessment, the student may be considered for accelerated math after a meeting with the Principal, Guidance Counselor, Math Instructor and Parents.
2. Grade average in math for Quarter 1, Quarter 2, and Quarter 3 of > 95%
3. A positive recommendation from the 6th/7th grade math teacher and the Algebra I teacher

### **Class Laude System**

In order to encourage academic excellence in all students, Mullen High School will use the Laude Recognition Model to honor student's academic achievement. Eligibility for graduation honors will be determined by a minimum grade point average calculated for seven semesters and will include any online or dual credit courses. The Laude system is point-based that combines a student's GPA with points that are assigned to designated courses. Students must take a minimum of 6 of the following courses (12 Semesters) in order to be considered Cum Laude with distinction: Honor Courses approved by administration. Trigonometry, Calculus, Pre-Calculus, (Physics -Pre Calculus required), Anatomy/Physiology, Advanced Biology, Chemistry II, Medical Terminology, Sports Nutrition, Accounting III, Accounting IV, Advanced Vocational Courses discussed with the high school principal and guidance counselor, Art IV, Ag Leadership, Pottery III, Spanish III, Spanish IV, Speech III, and Creative Writing Approve College Online Courses, Participation in 7 semesters of (Band and/or Choir/Music), Dual Credit Distance Learning Courses (Will only be considered if offered through Mullen High School, approved through AP Audit as Advanced Placement, or the course has been approved by the Laude Committee.)

Under the Laude system, once a student meets the requirements listed below they earn one of the following distinctions:

Cum Laude 3.667-3.833

Magna Cum Laude 3.833-3.999

Summa Cum Laude 4.0

Students who transfer into the school district will be eligible to be included in the Laude system after two semesters of attendance.

### **Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

### **Dual Credit & Project Challenge Courses**

Students taking courses where they receive postsecondary credit will pay for tuition and related costs, including textbooks. If the student elects to take the course as a dual credit, the course will be determined a "core course" and will count towards Class Rank, Honor Roll, and GPA. Juniors will be offered 1 class period to work on a college course if meeting MAP Scores of 250 or an ACT score of 22 in Math for Math courses. A MAP score of 230 in Reading and a MAP score of 230 in Language or an ACT score of 18 in both English and Reading will be required for English Courses. Seniors will be offered 2 class periods if meeting the same MAP requirements, provided at least one of those courses is Dual Credit. If a student drops the class, the student will receive an "F" for not completing the coursework. Grades will only be reported at the end of their course. No grades will be listed on the quarterly report card. It is the responsibility of students and parents to maintain knowledge of current grades via the student's college profile. All dual credit grades will be converted to the High School grading system.

### **Enrichment/College/Online Courses**

If the school offers an elective that a student cannot take, he/she should speak to the guidance counselor. If the guidance counselor feels this course is necessary and would be beneficial to the student, an enrichment course may be set up and paid for by the school. Enrichment courses offered at school expenses will necessitate a deposit of tuition plus costs. This deposit will be refunded to the student upon successful completion.

### **Extension Courses**

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred.

### **Grades**

Students will receive letter grades for their academic core classes. The middle and high school grading system is as follows:

LETTER	SCALE	PERCENTAGE
A+	4.0	98-100
A	4.0	95-97
A-	4.0	93-94
B+	3.0	91-92
B	3.0	88-90
B-	3.0	86-87
C+	2.0	84-85
C	2.0	80-83
C-	2.0	78-79
D+	1.0	76-77
D	1.0	72-75
D-	1.0	70-71
F	.0	0-69

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average. If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incomplete grades will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### **Graduation Awards**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities.

Graduation Address: Summa Cum Laude with distinction students (4.0 or greater) are eligible to deliver the Graduation address. In the rare case of more than two qualifying students, those interested in giving the Graduation Address at graduation shall apply to the guidance counselor at the designated time during the second semester. The application process will require the students to present their speech to the Laude committee, consisting of the high school principal, the guidance counselor, and two members of the board of education curriculum committee. In the rare case there is zero qualifying, Magna Cum Laude with Distinction students (3.83-3.99) are eligible to apply to give the graduation address with the application process aforementioned.

Commencement Address: The second speech (Commencement Address) will be voted on by the senior class in the second semester, with a single or group of students qualified as speakers.

The boy and girl with the highest academic standing and capable of assistance from the Junior class will serve as attendants for the ceremony.

**Graduation and Academic Load Requirements**

Each student in grades 6-12 will be required to register and attend class for 8 subjects. Based on the 8 period schedule of Mullen High School, a Junior or Senior will be allowed to utilize one period for supervised study and/or additional courses such as dual credit college courses.

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district’s graduation requirements at the discretion of the superintendent.

To qualify for Mullen High School Diploma, two hundred fifty (250) total credit hours are required. Starting with the class of 2026, required courses and credit hours that students must complete in order to qualify for Mullen High School Diploma are:

Course Requirements

<u>COURSE REQUIREMENTS</u>	<u>CREDIT HOURS</u>
English ( <b>English I and II required</b> ).....	40
Social Science ( <b>Geography, American &amp; World History &amp; American Government required</b> ).....	40
Mathematics ( <b>Algebra I required</b> ).....	30
Science ( <b>Physical Science, Biology and Earth Science required</b> ).....	30
Business Education / Computer Science ( <b>Computer Science and Personal Finance* required</b> ) .....	20
Practical Arts (Family Consumer Science, Industrial Tech or Vocational Agriculture).....	20
Fine Arts (Art, Pottery, Ceramics, Chorus, Band, Speech) .....	10
Physical Education and Health ( <b>PE I* required</b> ).....	10
Foreign Language ( <b>Spanish I required</b> ).....	10
Core Electives (English, Math, Science, Dual Credit Courses).....	20
Electives.....	20
Total Credits.....	250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at Mullen High School at the discretion of the administration. Students may take as many hours above 250 as desired. Students are required to attend Mullen High School for 8 semesters or show credits from a credit bearing institution to be eligible for graduation. Should a student wish to graduate prior to 8 semesters, all requirements must be met and a WAIVER FROM THE BOARD OF EDUCATION MUST BE SOUGHT THROUGH AN APPLICATION PROCESS. (see policy 5066)

Students who receive special education services are mainstreamed into the regular education curriculum, when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams

composed of special and regular education staff. Hours in special education will be counted toward a high school diploma and these classes will be so marked on the student's transcript. Students who may have a disability not allowing them to complete the requirements may be given a certificate of attendance for their accomplishment.

Prior to the day of graduation, the total number of required hours as well as the minimum hours required in specific subject areas must be completed. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year, or as soon as the situation develops during the student's time in high school.

### **Honor Roll**

Mullen Public Schools will publish a list of those students on the honor roll at the end of each quarter and at the end of each semester of study. To qualify for the honor roll, students must be considered full time, plus earn a grade point average of ninety (90) percent and cannot have any grades less than eighty-six (86) percent.

### **Mid-Term Graduation**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district. The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents/guardian should apply during the first quarter of the student's senior year. They must follow all stipulations in Board Policy 5066 Early Graduation. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment (detailed in Policy 5066), except the right to participate in commencement exercises.

### **Standardized Testing**

The NWEA MAP (Measurement of Academic Progress) is administered bi-annually in grades 9-11 to determine the student's achievement probability for individual success. Tests are administered in the fall and the spring. The 11th grade students are required to take the ACT assessment required by the state of Nebraska. Students in grades 6-8 will be required to take the NSCAS Growth assessments required by the state of Nebraska. These assessments will be administered 3 times per year.

### **Student Assistance**

Parents/guardians who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

## SECTION 4 – TITLE IX

### Title IX

It is the policy 3057 of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

### Title IX Coordinator Designation

The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

### Definitions

As used in this policy, the following terms are defined as follows:

- **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:
  - An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct.
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
  - Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
      - Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
      - Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
      - Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
    - Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
      - Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
      - Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
    - Dating violence, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - The length of the relationship.
      - The type of relationship.

- The frequency of interaction between the persons involved in the relationship.
- Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- **Supportive measures** means 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. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include 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 will 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. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **Discrimination Not Involving Sexual Harassment**

- **General Prohibition** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
- **Specific Prohibitions** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:
  - Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
  - Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
  - Deny any person any such aid, benefit, or service;
  - Subject any person to separate or different rules of behavior, sanctions, or other treatment;
  - Apply any rule concerning the domicile or residence of a student or applicant;
  - Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
  - Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

- **Complaint Procedure** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

### Response to Sexual Harassment

- **Reporting Sexual Harassment** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.
- **General Response to Sexual Harassment** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- **Emergency Removal** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- **Administrative Leave** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- **General Response Not Conditioned on Formal Complaint** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

### Grievance Process for Formal Complaints of Sexual Harassment

#### General Requirements

- **Equitable Treatment** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual

harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

- **Objective Evaluation** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- **Absence of Conflicts of Interest or Bias** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- **Training** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
  - All District Employees and Board Members All district employees and board members will be trained on how to identify and report sexual harassment.
  - Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
    - The definition of sexual harassment in subsection 2.6;
    - The scope of the district’s education program or activity;
    - How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
    - How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
  - Decision-Makers The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
  - Investigators The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
  - Presumption It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
  - Reasonably Prompt Time Frames This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of

a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- **Range of Possible Sanctions and Remedies** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- **Range of Supportive Measures** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- **Respect for Privileged Information** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Notice of Allegations

- **Initial Notice** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
  - A copy of this policy.
  - Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- **Supplemental Notice** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

#### Dismissal of Formal Complaint

- **Investigation** The district will investigate the allegations in a formal complaint.
- **Mandatory Dismissals** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:
  - Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
  - Did not occur in the district's education program or activity; or
  - Did not occur against a person in the United States.
- **Discretionary Dismissals** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
  - The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - The respondent is no longer enrolled in or employed by the district; or
  - Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

- Upon a dismissal required or permitted pursuant to **Mandatory Dismissals** or **Discretionary Dismissals** subsections above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

#### **Consolidation of Formal Complaints**

- The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

#### **Investigation of Formal Complaint**

When investigating a formal complaint and throughout the grievance process, the district will:

- Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic

- format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

### **Exchange of Written Questions**

After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

### **Questions and Evidence**

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

#### **Determination Regarding Responsibility**

- **Decision-Maker(s)** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- **Written Determination** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
  - **Identification** of the allegations potentially constituting sexual harassment as defined in subsection *Sexual Harassment*;
  - **Description** of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - **Findings** of fact supporting the determination;
  - **Conclusions** regarding the application of the district's code of conduct to the facts;
  - **Statement** of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
  - **The district's procedures** and permissible bases for the complainant and respondent to appeal.
- The district will provide the **written determination** to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- **The Title IX Coordinator is responsible** for effective implementation of any remedies.

## Appeals

The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- **Time for Appeal** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- **Grounds for Appeal** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
  - Procedural irregularity that affected the outcome of the matter;
  - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - As to all appeals, the district will:
    - Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
    - Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
    - Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections *Absence of Conflicts of Interest or Bias* and *Training* above
    - Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
    - Issue a written decision describing the result of the appeal and the rationale for the result; and
    - Provide the written decision simultaneously to both parties.

## Informal Resolution

The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- Provides to the parties a written notice disclosing:
  - The allegations;
  - The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- Obtains the parties' voluntary, written consent to the informal resolution process; and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### Recordkeeping

- The district will maintain for a period of seven years records of:
  - Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
  - Any appeal and the result therefrom;
  - Any informal resolution and the result therefrom; and
  - All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
  - For each response required under section *Response to Sexual Harassment*, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.
  - Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

#### Access to Classes and Schools

- **General Standard** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.
  - Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
  - Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

- Human sexuality classes. Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
  - Choruses. The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
- **Classes and Extracurricular Activities** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
- **Athletics** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
  - Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
  - Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
- **Certain Different Treatment on the Basis of Sex Permitted** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
- **Retaliation Prohibited** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

#### **Specific Circumstances**

- The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### **Notification of Policy**

The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not

discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### **Publication of Policy**

The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

### **Application Outside the United States**

The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

### **Scope of Policy**

Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

## **SECTION 5 – School Wellness**

### **School Wellness**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in Policy 5052 were determined and selected after reviewing and considering evidence-based strategies included, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy.

#### **Goals for Nutrition Promotion and Education**

- The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- The health curriculum will include information on good nutrition and healthy living habits.
- Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- The district will collaborate with public and private entities to promote student wellness.
- Water will be made available to students throughout the school day.

#### **Goals for Physical Activity**

- The school district's curriculums shall include instruction on physical activity and habits for healthy living
- Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

#### **Goals for Other School-Based Activities Designed to Promote Student Wellness**

- The district will participate in state and federal child nutrition programs as appropriate.
- The district will provide professional development, support, and resources for staff about student wellness.
- Students will be provided sufficient time in which to eat school-provided meals.
- The district's lunchrooms will be attractive and well-lighted.
- The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- The district may partner with other individuals or entities in the community to support the implementation of this policy.
- The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- The district will use evidence-based strategies to develop, structure, and support student wellness.

## **Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - USDA National School Lunch and School Breakfast nutrition standards
  - USDA Smart Snacks in School nutrition standards.
- The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

## **Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks.

## **Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a scoreboard with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

## **Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

## **Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)**

- Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standard of those programs.
- Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
  - It shall not be sold in competition with school meals in the food service area during the meal service.
  - It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
  - The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements.

- This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

### **Triennial Assessment**

The school board shall assess and review this policy at least every three years to determine:

- Compliance with this policy;
- How this policy compares to NDE model wellness policies;
- Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

### **Public Notice**

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

### **Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

### **Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

STAFF DIRECTORY

Elementary Phone 308-546-2292  
Mullen Elementary School  
106 NE 2nd St.  
PO Box 89  
Mullen, NE, 69152

High School Phone 308-546-2223  
Mullen High School  
404 N Blaine Ave  
PO Box 127  
Mullen NE, 69152

- Members of the Board of Education:**.....President- Liza Simonson
- .....Vice-President-Dane Peterson
- ..... Secretary-Mike French
- ..... Treasurer- Casey Phillips
- .....Member- Michael Stichka
- ..... Member-Patrick Wright
- Administrative Staff:**..... Superintendent- Chris Kuncl
- .....Elementary Principal- Brett Mauler
- .....High School Principal- Mike Kvanvig
- Office Staff:**.....Business Manager-Pam Ginkens
- .....ES Principal’s Secretary-Katie Crisp
- ..... HS Principal’s Secretary-Kris Forsen
- Certified Teachers:**..... Kindergarten-LeAnne DeKay
- ..... First Grade-Jessica Myers
- ..... Second Grade- Emily Brown
- .....Third Grade- Mollie Finney
- ..... Fourth Grade- Melody McDowell
- ..... Fifth Grade-Beth Rice
- .....Special Ed (ES)-Robyn Werth
- .....Title 1 Teacher- Stacey Vinton
- ..... Ag/FFA- Kelsey Phillips
- ..... Art- Kyle Hoyt
- .....Library/Media- Emily Stichka
- .....K-8 Music- Mary Jo Walker
- .....Physical Education/MS Math/Asst AD-Bo Cribelli
- .....Physical Education/Industrial Technology/Activities Director-Phil Hoyt
- ..... Business/Tech-Mellissa Donohoe
- .....English/Weights- Russ Monette
- .....English-Megan Andersen
- .....FCS/Business-Kelli Walz
- .....Guidance Counselor-Kara Connealy
- ..... Math- Ron Taylor
- ..... Science/Biology-Tawnee Jewell
- .....Science/Physical-Sarah Hardin
- ..... Social Studies- Trisha Vest
- .....Spanish- Dominique Werner
- .....Special Ed (MS)-Harlee Fischer
- ..... Special Ed (HS)-Cecilia Coons
- Classified Staff:**.....Para Educator-Kelsey Pettit
- .....Para Educator-Tami Miller
- .....Para Educator-Kyler Horn
- .....Para Educator-Kathy Leibhart
- .....Para Educator- Nita Zimmerman
- .....Para Educator- Jaci Hettinger

# FORMS

*If needed, Please sign and return to school office by August 22,2025*

## **Parental Authorization And Release Form Administration Of Prescription Drugs To Students**

The undersigned is the parent/guardian, or person(s) in charge of

\_\_\_\_\_  
(name of the student)

It is necessary that the student receives (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

*If needed, Please sign and return to school office by August 22,2025*

## **Administration Of Medication To Students Physician's Request For Administration Of Prescription Medications By School Personnel**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_

is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

*If needed, Please sign and return to school office by August 22, 2025*

## **Record Of The Administration Of Self-Administration Of Medication**

Parent/Guardian Phone \_\_\_\_\_  
Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_  
Name of Medication \_\_\_\_\_  
Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_  
Phone #2 \_\_\_\_\_  
Possible Adverse Reaction: \_\_\_\_\_

\_\_\_\_\_ gives permission for \_\_\_\_\_ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent/guardian provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature \_\_\_\_\_

*Please sign and return to school office by August 22, 2025*

## ESU 16 School Social Work Consent Form

School Year: 2025-2026

Student(s) & Grade(s):

---

Parent(s)/Legal Guardian(s): \_\_\_\_\_

I give permission for my child/ren to receive school social work services. I understand that services may include individual, group and classroom sessions and will be facilitated by a professional School Social Worker from ESU 16. The goals of the sessions will be to help the student strengthen his/her social skills, self-regulation skills, and ability to be successful in the academic environment.

If I have any questions or concerns about my child's participation or progress in the program, I understand I can contact the Building Principal or School Counselor through the front office of the school.

Please check one of the following.

- I only want my child/ren to participate in social work activities in the classroom.
- I only want my child/ren to participate in social work activities individually.
- I only want my child/ren to participate in social work in a small group.
- My child/ren may participate in social work activities in the classroom, small groups and individual groups.

\*Please note, if your child is selected to participate in any Social Work activities you will be notified.

Signature of Parent/Legal Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

*Information will be treated confidentially. Confidentiality shall not be maintained where there is reason to suspect the occurrence of child abuse or neglect; where there is a clear threat to do serious bodily harm to self and/or others; or where a court intervenes under court order.*

*Please sign and return to school office by August 22, 2025*

## **Student Handbook Parent/Student Agreement Receipt**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

I have received and read the Student Handbook that describes the Mullen School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Mullen Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

---

Student’s Signature                      Date

---

Parent/Guardian’s Signature    Date

---

Parents/Guardians

---

Cell Phone Number (Optional)

---

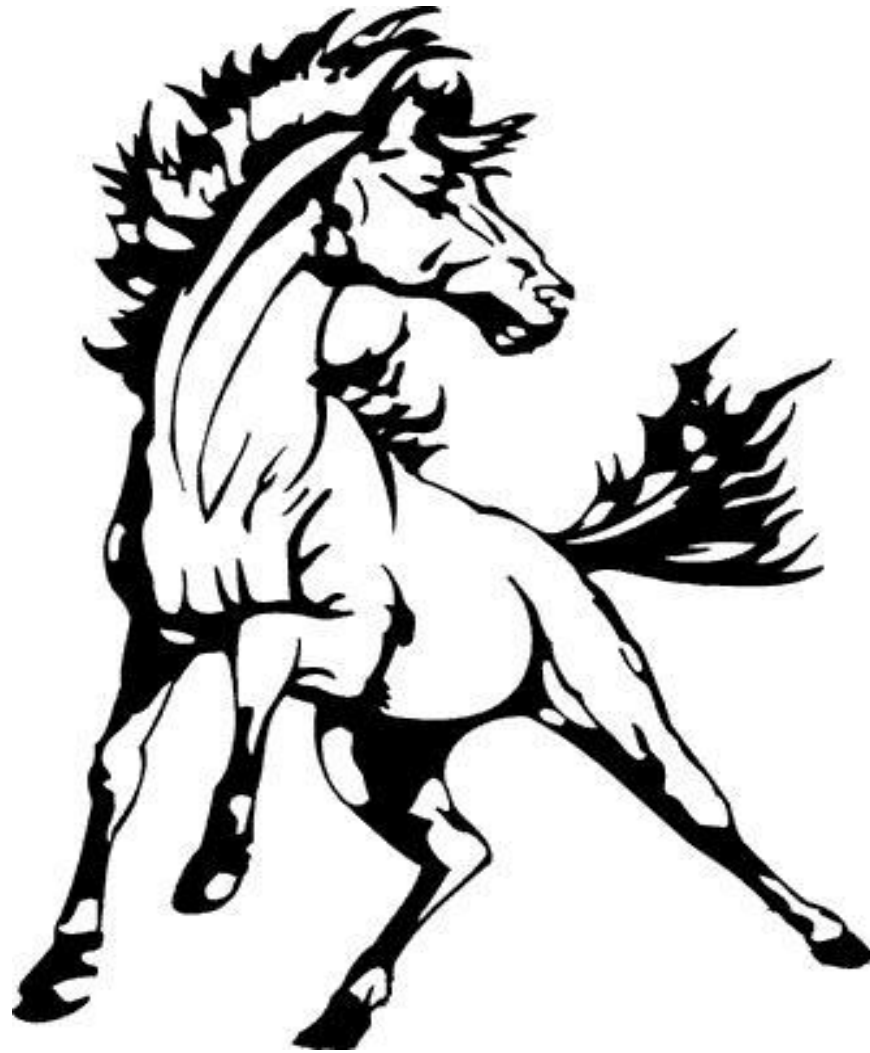
Parent’s/Guardian’s Email Address (Optional)

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Parent’s/Guardian’s Email Address (Optional)

# **Mullen Public Schools Staff Handbook**

**2025-2026**



## **INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

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

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

### **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Chris Kuncl at 308-546-2223(phone number), [chris.kuncl@mullenpublicschools.org](mailto:chris.kuncl@mullenpublicschools.org) (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Kara Connealy at 308-546-2223(phone number), [kara.connealy@mullenpublicschools.org](mailto:kara.connealy@mullenpublicschools.org) (e-mail address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be

accessed at the following link:[www.mullenpublicschools.org](http://www.mullenpublicschools.org)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Kara Connealy at 308-546-2223(phone number), [kara.connealy@mullenpublicschools.org](mailto:kara.connealy@mullenpublicschools.org) (e-mail address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact Chris Kuncl at 308-546-2223(phone number), [chris.kuncl@mullenpublicschools.org](mailto:chris.kuncl@mullenpublicschools.org) (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

### **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such an employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Accidents should only be discussed with the administration and those authorized by the administration.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.** The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff that are considered to be full time along with their spouses, and their school-age children will be admitted to home games free of charge (Excludes conference and NSAA activities). Activity tickets will be issued to staff through the building offices.

When attending home activities, if needed staff members should remember that they may possibly be needed to help with crowd control and supervision of students as the need arises.

### **Activity Ticket Taking**

**All staff will be expected to take tickets at home events at least twice.** The high school principal is responsible for arranging ticket taking. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

### **Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

## **Announcements**

### **Elementary**

Bulletins will be prepared as needed. Announcements may also be posted on the office room cupboards.

### **Secondary**

Announcements will be read in the office by a selected student. All announcements need to be turned in to the secretary by 7:30 a.m. each morning in order to be heard.

## **Bell Schedule**

The bell schedule will be set by the building administrator. A regular schedule, a 2:00 Friday schedule, an early out schedule, and a late start schedule will be constructed and given to the staff.

## **Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing the agreement below, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

## **Care of Room**

In order to ensure a positive and proper learning environment, teachers must maintain an orderly, secure classroom. When leaving for the evening, each teacher should:

1. Shut and lock all windows.
2. Turn off classroom lights, computers, and any non-essential electrical devices.
3. Return chairs to the regular classroom setting or to one desired by the custodian.
4. Lock the door.

## **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner

that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in favor of reporting suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a

building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the

complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
- b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal

the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion,

determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient

operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the business manager to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the

appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kara Connealy 308-546-2223 or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mike Kvanvig 308-546-2223 or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Chris Kuncl 308-546-2223 or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Driving (both school and personal vehicles)**

Staff members 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. Driving a personal vehicle for student transport is discouraged by the district but can be used when absolutely necessary. Staff members will need to provide a Driver's license to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

## **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. All staff members, both certified and classified, are expected to dress appropriately to convey a professional image. On **Fridays and designated days**, staff may wear jeans in combination with Mullen Bronco apparel or other authorized apparel.

**Custodial, maintenance and transportation staff** should dress in attire appropriate to the work they are performing. **Ag/Shop, Art, and Physical Education staff** should dress in attire appropriate for their work conditions for the day.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees. During high temperature days, professional dress shorts may be allowed in rooms that do not have air conditioning. Jeans and casual dress may be worn only on learning adventures, if appropriate and on announced casual days. Specialized areas such as industrial tech, art, and PE will be allowed to wear clothing to fit their instructional plans for that day. For example, on demolition days it will be more conducive to wear jeans due to the nature of the lesson. Any violation of school policy and rules may result in disciplinary action.

## **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in the Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

## **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

## **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Business Manager for approval.

The School District will not reimburse sales tax.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during instructional time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not have any duplicate keys made of any school key. Staff will make sure all doors and windows are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

## **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the superintendent.

## **Meals Program**

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunch from the school cafeteria for \$6.00 per day. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members are discouraged to run a deficit in their lunch accounts. Staff members required to supervise lunch will receive a lunch paid for by the school district.

## **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

## **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

## **News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

## **Newsletters**

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission.

## **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

## **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

## **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

## **Professional Growth**

All employees must complete state required inservice and course work hours, and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

## **Purchasing**

All requisitions for books and school supplies must be approved by the building principal on Apatafund. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the building secretary will check in the item and deliver it to the requisitioner so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. All orders must be submitted prior to leaving at the end of the school year.

When routine supplies are needed for immediate use, staff should contact the building secretary prior to placing a requisition as the item may be on hand. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal then place a requisition through Apatafund. The superintendent will have final approval of the requisition.

## **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

## **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

## **School Calendar**

The official school calendar is maintained in each building office and on the school website. All activities and events must be scheduled and approved by the building principal. The building secretaries will be responsible for making changes to the school calendar.

## **School Extracurricular Meetings**

**To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.** All Sponsor must get approval from the building secretary prior to hosting a lunch meeting. The building secretary will work with the building principal to assure there are not any conflicts. For lunch meetings, please be sure to communicate with the kitchen manager on to-go lunches or if the students will not be eating. **This is the responsibility of the sponsor who is holding the meeting.**

## **School Property**

School property is not to be lent to individuals except by permission of the

superintendent or building principal.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy for information on the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

All visitors are required to report to the office when entering the building. Staff immediately must report all strangers they observe in the building to the office. Visitors who request to see students should meet with the student in the office or a predetermined location.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product(cigarettes, chewing tobacco, tobacco pouches), including the use of vapor products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current

developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference in school, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the superintendent.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones. Teachers will not be called out of class time except in the case of an emergency. Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. **Obligation to Report threatening Statements or Behaviors-**All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. **Threat Assessment Team-** The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could

include the school nurse, school office staff, guidance counselor(s), or members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response- All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats- To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

### **Transportation Request Forms**

Staff members must send a transportation request email as soon as they know they need school-provided transportation to allow the activities director and transportation director adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school and are approved by administration, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period at a specific date and specific time
- children under the age of 10 years must be accompanied by a parent or guardian

- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours

### **Wage and Salary Payments**

Staff members are paid on the first business day of each month. The district provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the money to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, business manager, or the superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on Weather-threat(releases information to TV networks), Thrillshare, school app, school website, and school social media sites. An automated phone call will be sent to all numbers that are reported and posted in the PowerSchool system.

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. Staff members 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 the case of a tornado) at any time during the school day.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the

right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

#### **1. Sick Leave**

- a. Certified staff members who are too ill to perform their teaching duties must contact their building principal asap. All staff members will need to report the absence in the AptaFund system and list the reason that they used a sick leave day.

#### **2. Personal Leave**

- a. Certified staff who wish to take personal leave are encouraged to submit a leave request to their building principal asap. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members are discouraged from personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff should not take personal leave the preceding Friday or following Tuesday.

#### **3. Professional Leave**

- a. The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

#### **4. Bereavement Leave**

- a. Certified Employees shall be entitled to leave with pay for a maximum of 4 contract days per year and Classified shall be entitled to a maximum of 2 days in the event of the death of the employee's parent, grandparents, aunt, uncle, sibling, grandchild, child, or spouse. This includes employee's in-laws of parents, grandparents, aunt, uncle, brother or sister. The Superintendent may approve up to 2 days of bereavement leave for non-family members during the contract year. A maximum of 21 additional unpaid contract day(s) shall be allowed each time another listed individual dies within the same contract year. Leave under this section may be conditioned upon the

teacher submitting to the principal proof of the death of the deceased and the teacher's relationship to the deceased.

## **5. Holidays**

- a. Eligible Employees will receive paid time off on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas day New Year's Eve, New Year's Day and June 19th. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

## **6. Substitute**

Each teacher must prepare a substitute plan when absent.

1. A list of special duties and instructions;
2. Plans for the day if the teacher's absence was anticipated.  
(These plans are in addition to the teacher's regular lesson plan book.)

## **Assemblies**

The principals and office should be informed, at a minimum, one week in advance of speakers or classroom guests coming into the classroom. The speaker/classroom guest must be of educational value in order to take away from instructional time. The principal must approve all assemblies. **Please do not interrupt instructional time without informing your building principal.**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order, unless dismissed by administration.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

## **Assignment of Teachers**

The administration will assign certified staff to individual duties and schedules. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

## **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. withholding form W-4, and
- c. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

**Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.**

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

**Students may not have cell phones or electronic devices while they are in locker rooms or restrooms.** During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in the office area only with the express permission of the principal.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may use cell phones or electronic communication devices while riding in school vehicles, if they have permission to do so from the driver or other adult(s) responsible for their supervision.

**Students shall be personally and solely responsible for the security of their cell phones. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.**

**Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately.** After discussing the rule violation with the student, the administration will return confiscated devices to the student after the first violation, then to the parent or guardian of the offending student any violations thereafter. 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.

### **Cheating**

The offense will need to be reported to the building principal asap. The student will be required to redo or complete the assignment and will receive up to 50% of the earned grade on the assignment/Assessment. The student will also be required to serve four days of 9th hour reporting to the principal. The teacher will be responsible for notifying the parents/guardians.

### **Check-out Forms**

All certified staff must complete a checkout form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to

allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed. Any staff member checking out technology to be used in the summer must fill out a check out form and sign the acceptance form.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers are encouraged not to leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time and may not dismiss classes early except by permission of the building principal.

Staff may never send a student off school grounds without notifying administration.

Classroom teachers may not admit tardy students to class without permission from the principal or the student's teacher from the previous period.

### **Classroom Sanitation**

#### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids"

includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

## **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

Coaching supplies will be distributed by the activities director. Such items include tape, pre wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory as needed.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Mullen Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office. When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator. Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Certified staff must contact the principal before displaying student work at an evening activity.

### **Down Slips and Progress Reports**

The Down List will be compiled every week for high school students on Wednesday at 4 PM. It is the responsibility of the teacher to get in all the necessary grades in order for a student to be on or off the down list. Teachers will have until Friday at 4 PM to notify the parents of the student who is on the down list. Teachers are required to inform the parents why their student is on the list and what the student needs to do to get off of

the list. Informing the parents will need to be done by phone or email. It is recommended that staff members communicate as much as possible with parents.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teacher's Professional Code of Ethics.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc..
- i) Turning in all monies collected to the main office by the end of the day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

### **Elementary Supervision and Duty**

One elementary staff member should be supervising the playground by 7:30 a.m. He/she will make the decision of whether or not to move to the lunchroom on colder mornings. Elementary teachers are to be present on the playground at all times with their classes for supervision during recess. Teachers can combine supervision responsibilities to facilitate staff meetings or when working with other students in the classroom during recess time. Two elementary staff will be on hall and playground duty each day at noon and will supervise the lunchroom during lunch time. They can make the decision to stay inside for recess on colder days.

### **Eligibility Grades 6-12**

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more classes weekly or one class for a period of two consecutive weeks.** Eligibility will be based on the weekly cumulative quarter mathematical average of each student. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FCCLA, speech contests, cheerleading, and similar organizations or events.

2. Music competition, performances (except Christmas/Spring concerts), and clinics.
3. All school dances.
4. Other activities deemed appropriate by the principal.

### **Extracurricular Activities**

All staff must schedule all events and other extracurricular activities at the central office to avoid conflicts. Activities must be put on the school calendar located in the principal's office at least one week before the activity. Coaches should shorten practices and activities on Wednesday evenings. Sunday practices shall not be conducted without prior approval from administration.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fundraising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The superintendent and high school principal have the responsibility for all activities. Therefore, any ruling or handbook decision made will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Students should be reminded to take all evacuation drills seriously, and fire drill instructions should be posted near the exits in every classroom.

#### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency. When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- c) Staff and students will move far enough away from the building to avoid possible injury, and also, to remain clear of emergency vehicle traffic.
- d) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)

- 2) hold up a Red Card (missing student (s) listed)
- 3) hold up a Green & Red Card (extra students listed)

When signaled to return to the school building, students will return in an orderly manner.

## **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her face to the wall, their knees up and their heads should be between their legs.

## **3. Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise.

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

## **Examinations**

Semester examinations may be given in all classes. Tests and final exams may be given ahead of time depending on the circumstance.

## **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration. Staff members may add items for discussion to the agenda by contacting the principal.

## **Field Trip/Learning Adventure Request Forms**

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

## **Grading Policy**

The grading scale below pertains to all students in the Mullen Public School System:

Mullen Elementary Grade scale:

A	93-100
B	85-92
C	78-84
D	70-77
F	0-69

Mullen High School Grade Scale:

LETTER	SCALE	PERCENTAGE
A+	4.0	98-100
A	4.0	95-97
A	4.0	93-94
B+	3.0	91-92
B	3.0	88-90
B	3.0	86-87
C+	2.0	84-85
C	2.0	80-83
C-	2.0	78-79
D+	1.0	76-77
D	1.0	72-75
D	1.0	70-71
F	0.0	0-69

No Grade above 100% should be granted in any class.

The actual percentage number is recorded on the high school report cards. Elementary grades may also use a pass/fail grade or equivalent on their report cards. Non-GPA courses in both middle school and high school may also be graded using pass/fail.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. Students on I.E.P.s are graded in accordance with their I.E.P.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card

**Guest Lecturers**

Guest lecturers must be approved by the building principal before they can address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

**Hall Duty**

**Every classroom teacher** is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

## **Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **No "0" (Zero) Procedure**

The No "0" Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to give them consequences with a required 9th hour (for grades 6-12) and possibly a before school or lunch detention or loss of recess (for grades K-5). Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi.

**For grades 6-12: If a student does not turn in the required assignment by 3:15 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher and may be required to serve a Saturday school if the behavior continues. The teacher is responsible for notifying the principal when an assignment has not been turned in resulting in a grade of a Zero in the Powerschool grading system.**

## **Instructional Films**

Instructional Films may be used as instructional materials and must be previously approved by the building principal. All media must be previewed for suitability by the classroom teacher before being shown to students. All movies or videos watched with students that are rated above G rating must have a signed permission slip.

## **Lesson Plans**

Each teacher will prepare and complete a proper lesson plan by Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Monday of each week.

## **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference

materials should consult with the media specialist assigned to their building. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom 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. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

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

### **Parking**

Staff members have the staff parking lot reserved for them. **Students are not to park their cars in the staff spots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of

school-related materials, and a brief respite from the duties of the day. The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. The Primary purpose of Planning time is not for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. This means that classroom teachers are not free to leave campus. If a classroom teacher needs to leave campus during this time, they must receive permission from the building principal or the school superintendent if the principal is absent.

### **PowerSchool and PowerGradeBook**

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at 8:00, 10:00, 12:00 & 2:00; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact their PowerSchool administrator.

### **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Projection Maps**

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
  - a. book or material obtained prior to July 19, 2025; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and

b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the PowerSchool system.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class grades on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.
3. Staff members need to have a legitimate educational interest to review records of students. For secondary students, cumulative records for each student shall be maintained in the office of the guidance counselor.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 7:30 a.m. and 3:40 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave at 2:00 P.M. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class/conference periods.

### **Sponsors**

Certified staff members are assigned by the administration as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students

and other individuals have left the building. School-owned clothing or equipment that is checked out to students remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing/equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instructions prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time. Each teacher must maintain an accurate record of student attendance in PowerSchool. Students are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. . No student should be accepted back into class without checking in at the office, first.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook. Classroom teachers should report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming/appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the office immediately. If a student becomes ill, they should be sent to the office. Office staff will oversee parent notification and arrangements for the student. A student shall not be sent home unless a parent can be contacted.

### **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures. No staff members other than the school office personnel should dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin, cough syrup or cough drops.

Office staff are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, and directions for administering the medication. After receiving the medication, the school employee should place it in an area where access is restricted to school employees only.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period and they will be compensated accordingly.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks and Equipment**

Classroom teachers will issue textbooks and other equipment to the pupils, keeping a record of the number and condition of the property assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books.

Pupils are to pay for lost/damaged property. Book covers are encouraged for textbooks.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Teachers are responsible for checking out and overseeing the safe return of laptops to mobile labs.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Classified employees may be granted up to 2 days off work (with pay) in the event of the death. Absence must be approved by administration.

### **Holidays**

Eligible employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

### **PTO/Personal Leave**

Classified employees, who are full time employees, will receive up to 9 days of paid time off each school year and certified employees receive 3 days of personal leave for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days or PTO days from year to year.

### **Sick Leave**

Classified employees do not receive sick leave. Certified staff members receive 10 days per year accumulating to 30 days. A staff member who has a medical appointment, who is too ill to come to work, or who has a qualifying family member who is too ill to be left

alone or has a medical appointment, must notify his or her immediate supervisor prior to the time he/she regularly reports to work. PTO hours can be used for this purpose.

### **Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Eligible employees receive vacation according to their individual work agreements.

New employees will not be entitled to any vacation leave for the first nine weeks of employment. After the completion of the last day of the ninth week of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth week of employment, new employees will receive the remaining days of vacation provided for their job assignment.

**STAFF DIRECTORY**

**Elementary Phone 308-546-2292**  
**Mullen Elementary School**  
**106 NE 2nd St.**  
**PO Box 89**  
**Mullen, NE, 69152**

**High School Phone 308-546-2223**  
**Mullen High School**  
**404 N Blaine Ave**  
**PO Box 127**  
**Mullen NE, 69152**

- Members of the Board of Education:**.....President- Liza Simonson
- .....Vice-President-Dane Peterson
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- ..... Member-Patrick Wright
- Administrative Staff:**..... Superintendent- Chris Kuncl
- .....Elementary Principal- Brett Mauler
- .....High School Principal- Mike Kvanvig
- Office Staff:**.....Business Manager-Pam Ginkens
- .....ES Principal’s Secretary-Katie Crisp
- ..... HS Principal’s Secretary-Kris Forsen
- Certified Teachers:**..... Kindergarten-LeAnne DeKay
- ..... First Grade-Jessica Myers
- ..... Second Grade- Emily Brown
- .....Third Grade- Mollie Finney
- ..... Fourth Grade- Melody McDowell
- ..... Fifth Grade-Beth Rice
- .....Special Ed (ES)-Robyn Werth
- .....Title 1 Teacher- Stacey Vinton
- ..... Ag/FFA- Kelsey Phillips
- ..... Art- Kyle Hoyt
- .....Library/Media- Emily Stichka
- .....K-8 Music- Mary Jo Walker
- .....Physical Education/MS Math/Asst AD-Bo Cribelli
- .....Physical Education/Industrial Technology/Activities Director-Phil Hoyt
- ..... Business/Tech-Mellissa Donohoe
- .....English/Weights- Russ Monette
- .....English-Megan Andersen
- .....FCS/Business-Kelli Walz
- .....Guidance Counselor-Kara Connealy
- ..... Math- Ron Taylor
- ..... Science/Biology-Tawnee Jewell
- .....Science/Physical-Sarah Hardin
- ..... Social Studies- Trisha Vest
- .....Spanish- Dominique Werner
- .....Special Ed (MS)-Harlee Fischer
- ..... Special Ed (HS)-Cecilia Coons
- Classified Staff:**.....Para Educator-Kelsey Pettit
- .....Para Educator-Tami Miller
- .....Para Educator-Kyler Horn
- .....Para Educator-Kathy Leibhart
- .....Para Educator- Nita Zimmerman
- .....Para Educator- Jaci Hettinger

*Please sign and return to school office by August 15, 2025*

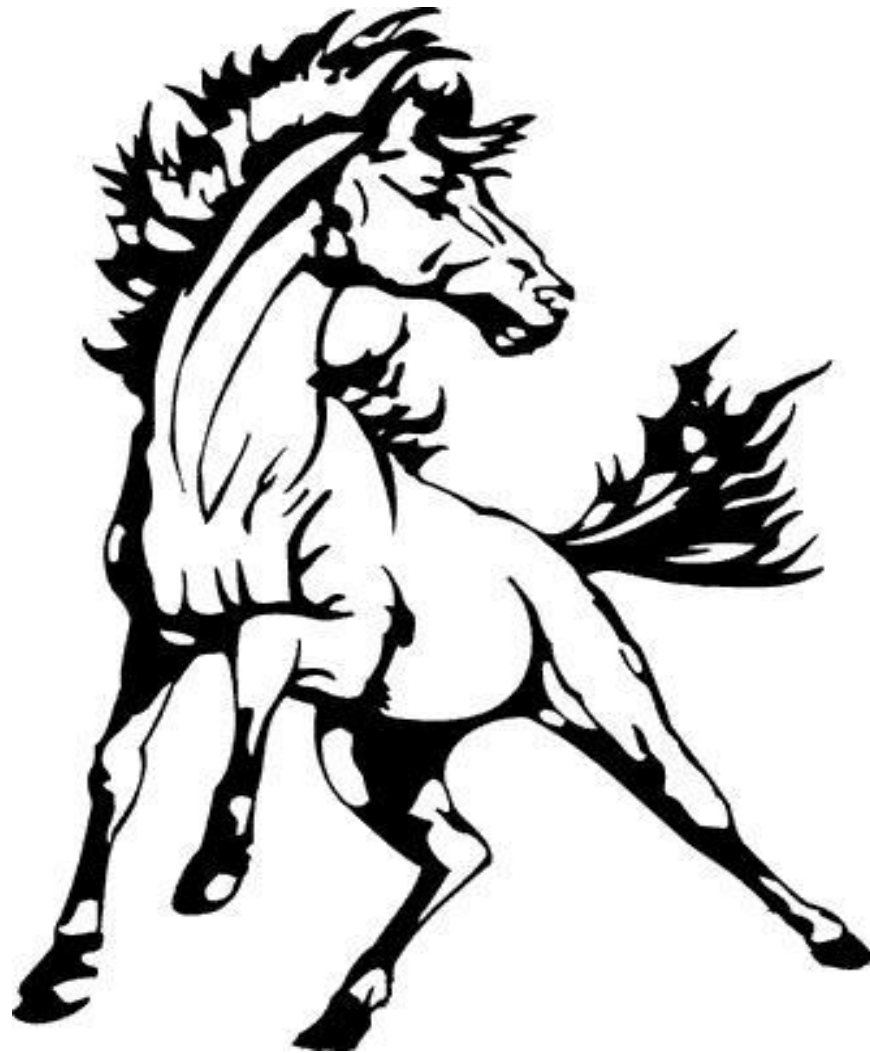
**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Mullen Public School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **Mullen Public Schools Activities Handbook 2025- 2026**



## **Introduction**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Mullen Public School provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, guardians, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises 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.

**Please read this handbook carefully. Students and their parents/guardians are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents/guardians must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

### **Notice of Nondiscrimination**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kara Connealy at 308-546-2223, [kara.connealy@mullenpublicschools.org](mailto:kara.connealy@mullenpublicschools.org) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mike Kvanvig at 308-546-2223, [mike.kvanvig@mullenpublicschools.org](mailto:mike.kvanvig@mullenpublicschools.org) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact their building Principal: Mike Kvanvig at 308-546-2223, [mike.kvanvig@mullenpublicschools.org](mailto:mike.kvanvig@mullenpublicschools.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

### **Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 5 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The building principal or activities director will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students who have a grade of less than 70% in one class will be placed on "probation" for one week. If the student still has a grade of less than 70% in any class at the end of the week of probation, they will be declared ineligible for a minimum of one week and until they have administrative approval for renewed eligibility.

Students may not participate in any practice, activity, or performance while serving a short-term suspension, long-term suspension, or expulsion from school.

### **Activity Trips**

A student's behavior and appearance on an activity trip must be representative of Mullen High School. The coach(es), sponsor(s) and the driver will be the authorities in charge. The bus will always leave from the high school and return to it. **All schoolwork should be made up in advance for classes which will be missed.** All Mullen Public Schools students and staff will follow any and all protocols of the school district of whom they are visiting and competing against. This specifically includes special protocols opposing schools may require. Students will be responsible for their own food and accommodations while traveling.

### **Postseason and Long Distance Activity Trips**

The School District will:

- a. Provide lodging accommodations for 1 regular season activity and 1 postseason activity for each team as long as the following conditions are met:
  - 1 There is 150 miles distance (one way) from the location to Mullen or it is okayed by the Superintendent.
  - 2 Game time is unfeasible to require students to leave school prior to 5:00 AM.
  - 3 Game time is unfeasible to have students return to school after 12:00 AM.
  - 4 Lodging is for the state qualifying team or the individual state qualifiers.
- b. The district will provide one (1) team meal for postseason events such as a state tournament. A coach/sponsor could choose to use fundraising account funds for additional meals.

## **Attendance at Practices and Contests**

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach/sponsor of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

***Students who are absent from school will NOT be permitted to practice or participate in an athletic contest or activity performance unless the student has a medical professional's excuse note or prior permission from the building principal to participate despite the absence.***

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

## **Closings**

Unless administration determines that it is permissible for the activity to continue as scheduled, all activities/practices will be canceled/postponed in the event that school has been called off for inclement weather or any reason as determined by administration.

## **Colors**

The Mullen School colors are Black and Gold.

## **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents /guardians should use the district's formal complaint procedure to manage conflicts. The complaint procedure is printed in the school's student handbook.

## **Concussion Awareness**

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- c. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International

- ConcussionWise
- ACTive™ Athletic Concussion Training for Coaches; and

- d. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
- 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

## **Dances**

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

## **Middle School/High School Dances**

All school dances are restricted to Mullen High School students and their guests. Outside guests of Mullen students will be required to fill out a permission form. High School Dances are for students in grades 9 through 12. Middle School dances are for students in grades 6 through 8. Each student is responsible for his/her guest's conduct. Any organization wishing to sponsor a dance must obtain permission from the principal regarding dates and times. Each dance should be sponsored by at least two adults. Once admitted to the dance, students are expected to remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances without approval from administration.

## **Homecoming and Prom**

The Homecoming dance is open to 9-12 students and guests of Mullen High School. The Junior/Senior Prom is open to 9-12 students and guests of Mullen High School. Guests must follow all rules that students must follow. Outside guests of Mullen students will be required to fill out a permission form. Guests must be in 9th grade and cannot be older than 20 years of age. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

## **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

## **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use of such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

## **Fundraising**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs

for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

### **Individual Training Rules and Rules of Conduct**

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents/guardians or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

## **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities. The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

## **Lettering Requirements**

The following guidelines will be used in determining students' eligibility for lettering:

**Football:** The athlete must participate in as many quarters of play as there are regular season games played. This excludes postseason competition.

**Volleyball:** The athlete must participate in as many sets of play as there are regular season varsity games played. This excludes postseason competition.

**Cross Country:** The athlete must participate in all meets or place in two meets.

**Basketball:** The athlete must participate in as many quarters of play as there are regular season varsity games played. This excludes postseason competition.

**Golf:** The athlete must have their scores count towards team scores in two meets.

**Track:** The athlete must accumulate points in two meets.

**Wrestling:** The athlete must accumulate points in two varsity contests.

**Music:** At this time, 9-12 Music is not offered due to lack of staffing.

**Speech:** The student must participate in at least three speech meets or place in the top 6 at a speech contest.

**Drama:** The student must be in the One-Act Play cast or crew for a complete season and must perform at all contests or be named a top performer in their role.

**Journalism:** Participate in State Competition. Fulfill all necessary expectations established by the Journalism sponsor.

**Art:** The student must score at least 15 points in Art Shows based upon the criteria set up by the instructor. Students must be in good standing all year.

For each activity listed above, the participant must start and finish the season unless injured. Coaches and sponsors have the reserved right to award letters to seniors, student managers in grades 9-12, and others giving major contributions to the team or activity.

## **Mascot**

The official emblem for boys' and girls' athletic teams is the Bronco. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

## **Practices**

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices Monday through Friday. All participants are expected to be ready at the time set by the coach or sponsor. Practices can last no longer than 2 hours. Practices over Thanksgiving/Christmas/ or other scheduled breaks - Cannot be mandatory and students gone out of town with family cannot be penalized/disciplined for missing a practice. Coaches, parents and students must communicate over the breaks if the student cannot make a nonmandatory practice.

**Family Vacations or College Visits-** Student athletes and parents will need to communicate with coaches and coaches will be required to communicate and work with parents and students. The sooner if a coach plans to discipline a student athlete for missing a game or practice for a family vacation or college visit, they are required to meet with the activities director and the principal prior to making ANY decision. .

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the office a signed physical form, the Chain of Command agreement and the signed Activities Code of Conduct that verifies that a physical examination has been completed, that the student and parent(s)/guardian(s) clearly understand the chain of command agreement and that the student and parent(s)/guardian(s) understand the school's position regarding the use or possession of alcohol, tobacco, nicotine devices, and other related drugs along with eligibility, attendance and all other requirement in this handbook.

## **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

## **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Activity coaches/sponsors must get approval from the building administrator for all student managers. Student volunteers must comply with all of the rules and procedures contained in this handbook.

## **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team or an individual may be required to participate in an NSAA activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, a group of students, or individual is scheduled to compete or perform on a Monday or a Tuesday, or they are competing in a post season event. Practices scheduled for a Sunday must have the prior approval of the Superintendent.

### **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation. The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to the head coach that has been signed by that student's parent/guardian to receive approval. Alternatively, a parent/guardian or approved adult (19 years of age or older) present at the event may sign the student off the bus list. Parents/guardians are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

**Mullen High School will NOT release students to fellow MHS students or friends.**

### **School Vehicle Rules**

1. All riders must remain seated while the bus is in motion.
2. No vulgar language or profanity.
3. Refrain from loud conversations.
4. No loud singing, boisterous conduct, or unnecessary noise.
5. No body parts extended outside the bus window at any time.
6. No litter of any type thrown out the window.

The driver and sponsor(s) are in charge at all times. No insubordination will be allowed. Parties not obeying the rules will be subject to disciplinary action which may include removal from the activity for which they are riding.

### **Weight Room**

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **Activities and Athletics**

Basketball (boys and girls)  
Cross Country (boys and girls)  
Football  
Golf (boys and girls)  
Play Production  
Speech  
Track (boys and girls)  
Volleyball  
Wrestling(boys and girls)  
Journalism

### **Band**

At this time, the school district does not sponsor a pep band.

### **Family Career and Community Leadership of America (FCCLA)**

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

### **FFA**

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. In order to belong to the FFA organization, students will need to presently be taking at least one semester long agriculture class and pay the required dues. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

### **M Club**

Any student who has lettered in any activity is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all activities.

### **National Honor Society**

Members will be selected based on their scholarship, service, leadership, and character. All students who meet the requirements outlined below will qualify for membership.

#### *Scholarship*

Students who meet the **minimum scholarship requirement of 94%** based on an approved class curriculum will qualify to apply for membership. Those who do not meet the minimum scholarship requirements **do not** qualify to apply for membership.

### *Student Candidate Form*

Students will be evaluated on the criteria of service, leadership, and character through student applications provided with their qualification letter. It is the responsibility of the student to adhere to application deadlines and guidelines.

### *Essay*

Students will also be evaluated on the criteria of service, leadership, and character through a student-completed essay. Essays will be graded with an appropriate rubric based on both form and content. It is the responsibility of the student to adhere to essay deadlines and guidelines.

### *Character*

In cases where discipline issues place concern on the character of a student, admission to the organization may be denied regardless of the above application process. These decisions are final and shall be made by the principal.

### *Appeals*

Any and all appeal cases will be turned in to the principal and voted on by the anonymous faculty council.

All selection correspondence is communicated through the United States Postal Service mail.

## **Student Council**

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, goodwill, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the building principal or designee.

## SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

### Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules is given below. Contact the principal or the activity sponsor/coach for an explanation of the complete rule.

1. Students must be a *bona fide* student of their member school and have not graduated from high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Students are ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. Students must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Students must be enrolled and have received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the upcoming school year prior to May 1st of the current year; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Transfer to Home School District. Any student entering high school for the first time after promotion from 8th grade who did not initially enroll in the high school located in the school district where the students parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.
13. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules
14. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (\*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)

14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

### **NSAA Sportsmanship Rules**

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

## **SECTION FOUR: CODE OF CONDUCT**

All students associated with Mullen Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, it tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

**Standard of Conduct.** Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

**Coach and Sponsor Rules.** Coaches and/or activity sponsors shall establish training rules/rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with a coach or sponsor rules.

**Prohibited Conduct.** Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, nicotine dispensing devices or controlled substances, or any lookalike or imitations thereof, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, Juuls, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis,

- inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
  7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault.
  8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send an email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
  9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
  10. Violating any school policy or a coach or activity sponsor's training rules or rules of conduct.

11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. If any state or national activity happens during the summer that would be considered an extension of the school year (such as National FCCLA Conference), the code of conduct will be followed for that summer activity that extended from the previous school year.

**Discipline.** Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

**Evaluation, Counseling, and Treatment.** Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the

results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

**Reporting of Incident.** Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures.** Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The activities director along with the coach or activity sponsor shall make an investigation of the alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach/sponsor and building principal regarding the incident and any resulting disciplinary action.
3. The Principal in coordination with the Superintendent shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents/guardians will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

**Review of Decision.** A student or the student's parents/guardians may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

**Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

**Questions.** Any parent/guardian or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the high school principal and/or the superintendent.

**Assistance.** Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

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

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

### **Parents' Role in Interscholastic Athletics**

Communicating with the Coach

1. Communication you should expect from your child's coach includes:
  - a. Philosophy of the coach
  - b. Expectations the coach has for your child
  - c. Locations and times of all practices and contests
  - d. Team requirements
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your student's participation
2. Communication coaches expect from parents
  - a. Concerns expressed directly to the coach
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
4. Issues not appropriate to discuss with coaches:
  - a. Playing time
  - b. Team strategy (Play Calling)
  - c. Other student-athletes (except for reporting activity code violations)

### **Mullen Public Schools Coaches Concern Procedure**

It is the intent of the Mullen Public Schools to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board of Education and administration insist that players, parents, coaches and board members follow the concern procedures as presented.

The procedures are as follows:

- 1. Cooling off period-** There are to be no spontaneous concern related conversations immediately following a game or practice, especially confrontational concerns. Parents agree to wait **at least 24 hours after a game or practice** prior to initiating a conversation with a coach. Coaches agree to not participate in any altercations where the concern procedure has not been followed.
- 2. Concern Form-** Prior to any formal conversations being held between a parent and a coach that involves any administration, a concern form must be completed by the parent and given to the principal. The principal will be responsible for delivering the form to the coach. This will allow each party the opportunity to be prepared to discuss the issue. It is highly encouraged that the parent/player attempts to meet with the coach prior to involving the principal. If the issue is becoming a major concern, please involve the principal.
- 3. Parent/Coach/Activities Director Meeting-** The AD will contact the parent and arrange a time to meet with the parent, player and coach in order to resolve the issue. All parties will agree to conduct themselves professionally and respectfully at all times.
- 4. Principal's Involvement-** If the AD feels the concern dictates involvement from the Principal, the Principal will be asked to be involved in the meeting.
- 5. Superintendent's Involvement-** In the event the issue is not resolved to the satisfaction of the parent/player, the principal will bring the concern to the Superintendent.
- 5. Board of Education-** In the event the issue is not resolved, the parent may file an official grievance form which has been adopted by each respective board of education.

***In the interest of protecting the educational oriented environment at Mullen, it is imperative that this policy be followed by all.***

**A COPY OF THE REQUIRED CONCERN FORM IS FOUND ON THE NEXT PAGE.**

**COACHING CONCERN FORM**

To be completed by the player or the parent/guardian of the player

Report Date: \_\_\_\_\_ Date of Incidence: \_\_\_\_\_

Coach who you have concern against: \_\_\_\_\_

Sport Concern affects: \_\_\_\_\_ Affected Player(s): \_\_\_\_\_

**Reason for Concern (attach additional pages if needed):**

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**What has been done to resolve the concern (meeting with coaches, players meet with coaches, etc.)? (attach additional pages if needed):**

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**Person filing report (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**How can we contact you? Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**..... Mullen Public Schools Use Only.....**

**Date received :** \_\_\_\_\_ **Date responded to:** \_\_\_\_\_

***Response given:***

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**Person responding (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **A Parent's Guide to Concussions**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### **WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?**

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents/guardians and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

## **WHEN IN DOUBT – SIT THEM OUT!**

Every athlete who sustains a concussion needs to be evaluated by a healthcare professional who is familiar with sports concussions. Parents/guardians should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's/guardian's doctor or emergency room immediately.

## **WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?**

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she is allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Gameplay.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

## **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

### **OTHER FREQUENTLY ASKED QUESTIONS:**

#### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

#### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

#### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phones, video games, etc., but the access must be reduced if symptoms worsen.

#### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential

for such long-term symptoms indicates the need for careful management of all concussions.

**How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

**I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the case of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## STAFF DIRECTORY

High School Phone 308-546-2223 (fax 308-546-2209)  
404 N Blaine st.  
PO Box 127  
Mullen, NE 69152

**Members of the Board of Education:**.....President- Liza Simonson  
.....Vice-President-Dane Peterson  
..... Secretary-Mike French  
..... Treasurer- Casey Phillips  
.....Member- Michael Stichka  
..... Member-Patrick Wright

**Administrative Staff:**  
..... Superintendent-Chris Kuncil  
.....High School Principal- Mike Kvanvig  
..... Elementary Principal- Brett Mauler

**Office Staff:**  
..... Business Manager-Pam Ginkens  
.....Activities Secretary-Kris Forsen

**Coaching Staff:**  
.....Activities Director- Phil Hoyt  
..... Football Head- Wade Marsh  
.....Football Asst/Art Club- Kyle Hoyt  
.....Football/GBB Volunteer- Steven Dent  
.....Head Cross Country/Track Asst.--Janie Kuncil  
.....Wrestling Head/FB Asst/Track Asst. -Russ Monette  
..... Track Asst- Sarah Hardin  
.....Volleyball Head- Nichole Ourada  
.....Volleyball/Basketball Asst-Calli Edis  
.....Head Girls BB/Volleyball Volunteer-Kay Dent  
.....Girls Basketball Volunteer-Trisha Vest  
.....Boys Basketball Head- Brad Wright  
.....Boys Basketball Asst.- Darrick Hanks  
.....Boys Basketball Volunteer-Dan Young  
.....Wrestling Asst-Bo Pettit  
.....Wrestling Volunteer- Ty Kvanvig  
..... Head Track- Arla Kvanvig  
.....Assistant AD/Girls Golf Head-Bo Cribelli  
.....Boys Golf Head- Mike Brown  
.....Boys Golf Volunteer- Clint Svoboda  
.....Speech Head/Head Play Production- Kyler Horn  
.....FCCLA- Kelli Walz  
.....FFA- Kelsey Phillips  
..... Journalism- Megan Andersen

Please sign and return to school office by August 18, 2025

**AUTHORIZATION AND ACKNOWLEDGEMENT**

**WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents/guardians must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

\_\_\_\_\_  
Signature of Parent/guardian

\_\_\_\_\_  
Printed Name of Parent/guardians

\_\_\_\_\_  
Date

Please sign and return to school office by August 18, 2025

**ACKNOWLEDGEMENT OF CONDUCT CODE**

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **+This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent/guardian

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

Please sign and return to school office by August 18, 2025

## Mullen High School Chain of Command Agreement

1. Parents agree to wait at least 24 hours after a game/contest prior to initiating a confrontational conversation with a coach. It is never okay to approach a coach about any issues related to the activity on the same night as an event.
2. Talk with the Coach **FIRST** about any issues. **Follow the Chain of Command**, administration will direct you to the coach if you have not initially contacted the coach.
3. If issues cannot be resolved through player/coach and parent/coach meetings, a concern form must be completed by the parent and given to the principal. The principal will be responsible for delivering the form to the coach and setting up a meeting. Concern Forms are located in the Activity handbook.
4. The issue of playing time is **STRICTLY** up to the coaches.
5. These procedures will be **STRICTLY** enforced by the administration. If you feel the coach is unapproachable, then that is an issue that needs to be resolved. Follow the protocol so we can solve the problem. If you believe the coach is not doing what is in the best interest of your child, it should not matter to you if they are approachable as there may be problems bigger than being approachable.
6. Follow the **Chain of Command**
  - a. **Player - Coach- Parent - Coach - Activities Director-Principal - Superintendent - Board**

By signing this document, I understand that the procedures above were put in place to protect players and coaches. I understand that I must follow the chain of command to work out my concerns..

This agreement must be signed by all parties involved in order for the student to participate in athletics. Please return to the high school office.

**I understand that as a player it is my duty to compete to my best ability and to respect my coach's decisions even though I may not agree. If I do not agree with coaching styles or decisions, I will follow the procedure listed above.**

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

**Both myself and my spouse (if applicable) understand as a parent it is my/our duty to support my/our student athlete and to respect the decisions made by the coaches even though I/we may not agree. If I/we do not agree with coaching styles or decisions, I/we will follow the procedure listed above.**

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

PROPOSAL FOR

# GRAVITY GAMING SNK NUC



**Created by:**

Scott Bleth  
Gravity Gaming by ByteSpeed

**Prepared for:**

Mullen Public Schools



# Q-93066-F1F6

Expiration Date: **WHILE SUPPLIES LAST**

**Prepared for:**

Mullen Public Schools

404 North Blaine  
Mullen, NE 69152

**Prepared by:**

Scott Bleth  
Vice President - Sales  
(218) 227-0450  
sbleth@bytespeed.com

QUOTE PRODUCTS	PRICE	QTY	SUBTOTAL
GG EXTREME NUC SNK	\$999.00	20	\$19,980.00
CASE, NUC i7-12700H HDMI 2xDP 2xTB4 6xUSB3.2 2xUSB-C AX1690 A770M,90AB2SNK- MRA1U0,RNUC12SNKI7200U	\$0.00	20	\$0.00
MEMORY, KINGSTON 16GB DDR4 3200 MHz 1Rx8 NON- ECC, KVR32S22S8/16	\$0.00	40	\$0.00
SSD, KINGSTON FURY RENEGADE 1TB PCIE 4.0 M.2, SFYRS/1000G	\$0.00	20	\$0.00
LICENSE, WINDOWS 11 PRO STANDARD OLC OA3, FQC-10428	\$0.00	20	\$0.00
LOAD, WINDOWS 11 PRO	\$0.00	20	\$0.00
FREE SHIPPING FOR MINI PC	\$0.00	20	\$0.00
STANDARD 5-YEAR WARRANTY	\$0.00	20	\$0.00
<b>STANDARD MONITOR OPTIONS (OTHER OPTIONS AVAILABLE UPON REQUEST)</b> <b>Quantity Discounts Available</b>			
<input checked="" type="checkbox"/> <b>MONITOR, ASUS 22" HD LED LCD 16:9 IPS 1920x1080 5MS 75HZ VGA, HDMI/DPwCBLs, SPKRS, 3YR MW</b>	\$165.00	20	\$3,300.00

<input type="checkbox"/> MONITOR, ASUS 24" IPS LED LCD W/SPKRS 1920x1080 16:9 5ms VGA, DP/HDMIwCABLES, TILT, VA24DQ	\$180.00	1	\$180.00
<input type="checkbox"/> MONITOR, ASUS 27" IPS 16:9 1920x1080 5MS 75HZ VGA/DP HDMIwCBL ,TILT, SPKRS,3YR MW, VA27DQ	\$235.00	1	\$235.00

Subtotal                    **\$23,280.00**  
Tax                                **\$0.00**  
**Total                            \$23,280.00**

*By signing this document, you confirm your intention to move forward with the purchase as outlined in the quote, thereby creating a legally binding agreement. This agreement also signifies your acceptance of ByteSpeed's standard terms and conditions.*

**AGREED TO AND ACCEPTED:**

pending approval

*Mellissa Douohoe*

---

Tech Director

**Tariff Disclaimer:**

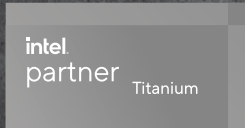
While it is our intent to honor the pricing on every quote we send as is, the pricing provided is based on current tariff rates and regulations. Any changes in applicable tariffs, duties, or import/export regulations prior to order fulfillment may impact the final pricing. ByteSpeed reserves the right to adjust the quoted price accordingly.

Step into next-gen content creation with ultrasmall and versatile Extreme NUC SNK Mini PCs —the first NUC Mini PCs to feature Intel® Arc™ discrete graphics. Performance starts with an Intel® Core™ i7-12700H processor and the new innovative performance hybrid architecture that delivers power and efficiency to stream, edit, record, browse, and play without skipping a beat. Intel Arc discrete graphics offer a host of features to accelerate intense creative workflows, now and in the future.

The Extreme NUC SNK is backed by an industry-leading 5-year warranty and free lifetime US-based tech support.

**Product Features:**

- ✓ Compact design: 9.1" x 7.1" x 2.4"
- ✓ Ideal for content creation, streaming, and gaming
- ✓ Intel® Arc™ discrete graphics
- ✓ Intel® Killer™ Wi-Fi 6E and Bluetooth® 5.2
- ✓ 5-Year Desktop Warranty
- ✓ Free Lifetime Tech Support



**System Specifications**

<b>Motherboard:</b>	NUC12SNKi72
<b>Processor:</b>	12 <sup>th</sup> Gen Intel® Core™ i7-12700H
<b>Memory:</b>	Up to 64GB dual-channel DDR4 memory
<b>Graphics:</b>	Intel® Arc™ A770M Graphics w/ 16GB GDDR6 VRAM
<b>Storage:</b>	1TB NVMe Gen4 SSD, two additional free M.2 slots
<b>Wireless:</b>	Intel® Killer™ Wi-Fi 6E AX1690i and Bluetooth™ 5.2
<b>Ethernet:</b>	Intel® 2.5 Gb Ethernet (i225-LM) port

<b>Audio:</b>	Up to 7.1 multichannel digital audio 1x 3.5mm front stereo headset jack, 1x 3.5mm rear stereo output/TOSLINK combo jack
<b>Connectivity:</b>	2x Thunderbolt™ 4 / USB4 Type-C ports HDMI 2.1 TMDS Compatible port (up to 4K60) 2X DisplayPort 2.0 (1.4 certified) ports 6x USB 3.2 Gen2 ports (Type-A)
<b>Dimensions:</b>	9.1" x 7.1" x 2.4"
<b>Power:</b>	330W Power Supply
<b>Warranty:</b>	5 Year Desktop Warranty Free Lifetime US-based Tech Support

# BYTESPEED WARRANTY

## We stand behind all of our products... guaranteed!

ByteSpeed is committed to honoring and maintaining our warranty. Our account managers and support team work closely with you to quickly resolve any warranty issues.



Please report any issues to ensure all ByteSpeed products are working properly.

### Contact Our Support Team:

Our support team is available

Monday - Friday, 8am-5pm CST

Email: [helpdesk@bytespeed.com](mailto:helpdesk@bytespeed.com)

Toll Free: 888.658.0715

Local: 218.227.0445

Website: [www.bytespeed.com/support](http://www.bytespeed.com/support)

Live Chat on [www.bytespeed.com](http://www.bytespeed.com)

### Reporting a Problem

- ▶ Contact ByteSpeed via phone, email, live chat, website form, or online ticket system (Vector Support Portal).
- ▶ Please use the ByteSpeed Serial number on the back of the machine to track replacements, parts, or warranty issues (EX: 20XX-XX-XXXX).
- ▶ Any problems occurring in the first 30 days of use can be reported as DOA. ByteSpeed will immediately fix or replace all DOA machines.
- ▶ Technicians can use ByteSpeed's online customer support system to submit repair issues, track repair issues, manage their inventory, look up PC configurations, and more. To request a support portal login, contact: [helpdesk@bytespeed.com](mailto:helpdesk@bytespeed.com)

## 5-year Warranty

Desktops, NUCs, Workstations, Servers, Esports Desktops

## 3yr / 2yr / 1yr Warranty

Partner laptop warranties vary by model and manufacturer. Monitor and peripheral warranties vary by manufacturer. Some have a 3-year advance replacement program through ByteSpeed, and others under standard manufacturer warranties. Stocked base models have their warranty managed directly through our team.

**"ByteSpeed has been our supplier for workstations and servers since 1999. We have had excellent results from their products. Their 5-year desktop and server warranty and top notch tech support places them far above their competition!"**

**- Richard Morgan, Tech. Director,  
Lee County School System, Leesburg, GA**

### What IS Covered Under Warranty?

- ▶ Defects in materials and workmanship
- ▶ Standard manufacturer's warranty applies to non-ByteSpeed branded hardware (EX: Lenovo or ASUS laptops, Ruckus APs, Juniper switches, Cradlepoint routers, Spectrum laptop carts, etc.)
- ▶ Normal hardware failure

### What is NOT Covered Under Warranty?

- ▶ Vandalism and intentional damage
- ▶ Theft or loss
- ▶ Improper use that is not in accordance with proper care (spills, drops, etc.).
- ▶ Acts of nature
- ▶ Accidental damage

### Shipping Warranty Parts

- ▶ ByteSpeed guarantees all warranty issues are handled in a timely manner. Most warranty parts will ship the same day. Accelerated shipping is also an available option when needed for crucial situations.
- ▶ For ByteSpeed branded hardware, all warranty parts will ship with pre-paid return labels for the bad part to return to Bytespeed.
- ▶ For NON-ByteSpeed hardware (EX: Lenovo Chromebooks), warranty shipping coverage depends on the manufacturer.
- ▶ ByteSpeed offers a custom parts closet option with quantity orders. The parts closet is an extension of ByteSpeed's inventory, and is only to be used for maintaining and repairing ByteSpeed computers. As parts are used from the parts closet, customers need to follow the standard RMA process to replenish new parts for their parts closet. This helps eliminate down time and makes warranty requests easier for both ByteSpeed and our customers.



[www.bytespeed.com](http://www.bytespeed.com)



[sales@bytespeed.com](mailto:sales@bytespeed.com)



877.553.0777

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
VCD7E-D8SBC-3CV2B-GZIUK

DOCUMENT COMPLETED BY ALL PARTIES ON  
15 APR 2025 15:42:00 UTC

## SIGNER

**MULLEN PUBLIC SCHOOLS  
DONOHOE**

EMAIL  
MELLISSA.DONOHOE@MULLENPUBLICSCHOOLS.ORG

SHARED VIA  
LINK

## TIMESTAMP

SENT  
14 APR 2025 21:48:09 UTC

VIEWED  
15 APR 2025 15:40:24 UTC

SIGNED  
15 APR 2025 15:42:00 UTC

## SIGNATURE

*Melissa Donohoe*

IP ADDRESS  
204.234.202.101

LOCATION  
MULLEN, UNITED STATES



KAREN A. HAASE <sup>NE, SD, IA, WY</sup>  
STEVE WILLIAMS <sup>NE, SD</sup>  
BOBBY TRUHE <sup>NE, SD</sup>  
COADY H. PRUETT <sup>NE, SD, CO</sup>  
JORDAN JOHNSON <sup>NE, SD, WY</sup>



TYLER COVERDALE <sup>SD</sup>  
SARA ROGERS <sup>SD, NE</sup>  
AMANDA DABNEY <sup>NE, WY</sup>  
SHARI RUSSELL, Paralegal

---

## M E M O R A N D U M

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To: Superintendent Chris Kuncel  
FROM: KSB School Law  
DATE: August 1, 2025  
RE: Next Steps for Using the KSB Superintendent Evaluation Platform

---

Thank you for subscribing to the KSB superintendent evaluation platform.<sup>1</sup> Here are the steps to ensure a smooth and compliant launch.

**1. Approval Process (NDE Rule 10):**

**a. Have Your Board Approve the New Instrument**

[Here is a link that will give access to an agenda item, motion language and minutes entry.](#) You should be able to copy and paste this wording into Sparq or whatever platform you use for agendas and meeting minutes.

**b. Email [nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov).**

[Here is a link that will give you text to paste into the email.](#)

---

<sup>1</sup>If you also subscribed to the principal evaluation platform, you will receive a separate memorandum with those instructions, which are very similar to these. We recommend that you send two separate emails to NDE—one for superintendents and one for principals—for clean recordkeeping.

206 SOUTH 13<sup>TH</sup> STREET, SUITE 1100  
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO  
KSBSCHOOLLAW.COM  
(402) 804-8000

300 NORTH DAKOTA AVENUE, SUITE 609  
P.O. Box 2281  
SIOUX FALLS, SOUTH DAKOTA 57104

ATTORNEYS LICENSED IN STATES INDICATED

c. **Attach the following documents to the email:**

- [Board Policy 4057 – Superintendent Evaluation](#) (if you do not use KSB’s policy for superintendent evaluation, substitute the policy that your board has adopted)
- [Superintendent Evaluation Criteria Form](#)
- Board meeting agenda and minutes** from meeting at which the board approved the new instrument

2. **Adding Your Board to the Platform:**

- a. If your board members already have accounts, you’re good to go.
- b. Otherwise, you can either:
  - i. Send Shari the names and emails of your board members ([shari@ksbschoollaw.com](mailto:shari@ksbschoollaw.com)); OR
  - ii. Add them yourself via the portal:
    1. Login to the portal and click “Administration” on the left side of the screen
    2. Click “Users”
    3. Select “Add User” at the upper right hand side of the screen
    4. Enter your board members’ names and email addresses and assign them the appropriate role
    5. Select “Save and Email Activation”

3. **Evaluation Timeline & Automation:**

- a. We’ve reviewed your contract and your superintendent’s evaluation is due in November, without that being tied to a specific board meeting. We will set the due date for the board to have your evaluation completed as November 24th.
- b. [Here is a reminder agenda item to place on your board agenda the month before your evaluation is due.](#)
- c. The system will:
  - i. Email the self-evaluation link to you automatically in October.
  - ii. One week later, send evaluation links to each board member.
  - iii. When complete, the board president will receive a final **PDF report via email.**

We're always happy to help if you hit a snag. Email [ksb@ksbschoollaw.com](mailto:ksb@ksbschoollaw.com) with questions about timelines, setup, or content. Thanks again for partnering with us. We're excited to support you this year!

# KSB Test Client

## Blank NE Document for Submission to NDE

Evaluation conducted for 2025-26

Report Generated on 7/25/2025

1 of 1 board members completed evaluations

### Executive Summary of Themes:

Theme	Overall Score
Communication	
Leadership	
Administration	
Vision	

*Complete rubrics and additional comments (if any) appear in the detailed report below*

### Acknowledgment of Review and Receipt:

The signatures below indicate that the superintendent and an authorized member(s) of the board have reviewed this report together. Additional performance expectations may be provided to the superintendent in writing.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Representative

\_\_\_\_\_  
Date

*The superintendent may, within seven days of the date this document is signed, submit written comments in response to this evaluation.*

**Note: Once signed and dated, a copy should be placed in the personnel file**

# Communication

		Unacceptable Needs Improvement					Satisfactory	Good	Excellent	Overall Score
Communication with the Board		0	0	0	0	0	0	0	0	
Comments:										
Communication with Staff		0	0	0	0	0	0	0	0	
Comments:										
Communication with Students and Families		0	0	0	0	0	0	0	0	
Comments:										
Communication with Community		0	0	0	0	0	0	0	0	
Comments:										

# Leadership

		Unacceptable Needs Improvement					Satisfactory	Good	Excellent	Overall Score
Culture of District		0	0	0	0	0	0	0	0	
Comments:										
Harmonious Relationship with Board		0	0	0	0	0	0	0	0	
Comments:										
Integrity & Authenticity - Personally & Professionally		0	0	0	0	0	0	0	0	
Comments:										
Leading Staff		0	0	0	0	0	0	0	0	
Comments:										

# Administration

	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent	Overall Score
Budget and Finance	0	0	0	0	0	
Comments:						
Facilitation of Efficient Board Meetings	0	0	0	0	0	
Comments:						
HR Functions - Hiring, Retention, Evaluation, Improvement and Discipline of Staff	0	0	0	0	0	
Comments:						
Policy Management - Reviewing, Updating and Implementing Board Policies	0	0	0	0	0	
Comments:						

# Vision

	Unacceptable	Needs Improvement	Satisfactory	Good	Excellent	Overall Score
Collaboration with the Board to Create a Clear Strategic Plan	0	0	0	0	0	
Comments:						
Planning for Future Curriculum and Instructional Needs of the District	0	0	0	0	0	
Comments:						
Planning for the Future Facilities Needs of the District	0	0	0	0	0	
Comments:						
Planning for the Future Staffing Needs of the District	0	0	0	0	0	
Comments:						

# **SCHOOL PROFILE**

## **MULLEN PUBLIC SCHOOLS**



### **Upper Loup Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan**

**2024 Update**

## Local Planning Team

### Mullen Public Schools Local Planning Team

Name	Title	Jurisdiction	ENGAGEMENT
Chris Kuncel	Superintendent	Mullen Public Schools	One-on-one Meeting, materials development

### Governance

Mullen Public School is governed by a superintendent and a six-member elected Board of Education. The following positions may help implement mitigation projects:

- Superintendent
- Business Manager
- IT
- Maintenance and Custodian

### Plan Maintenance

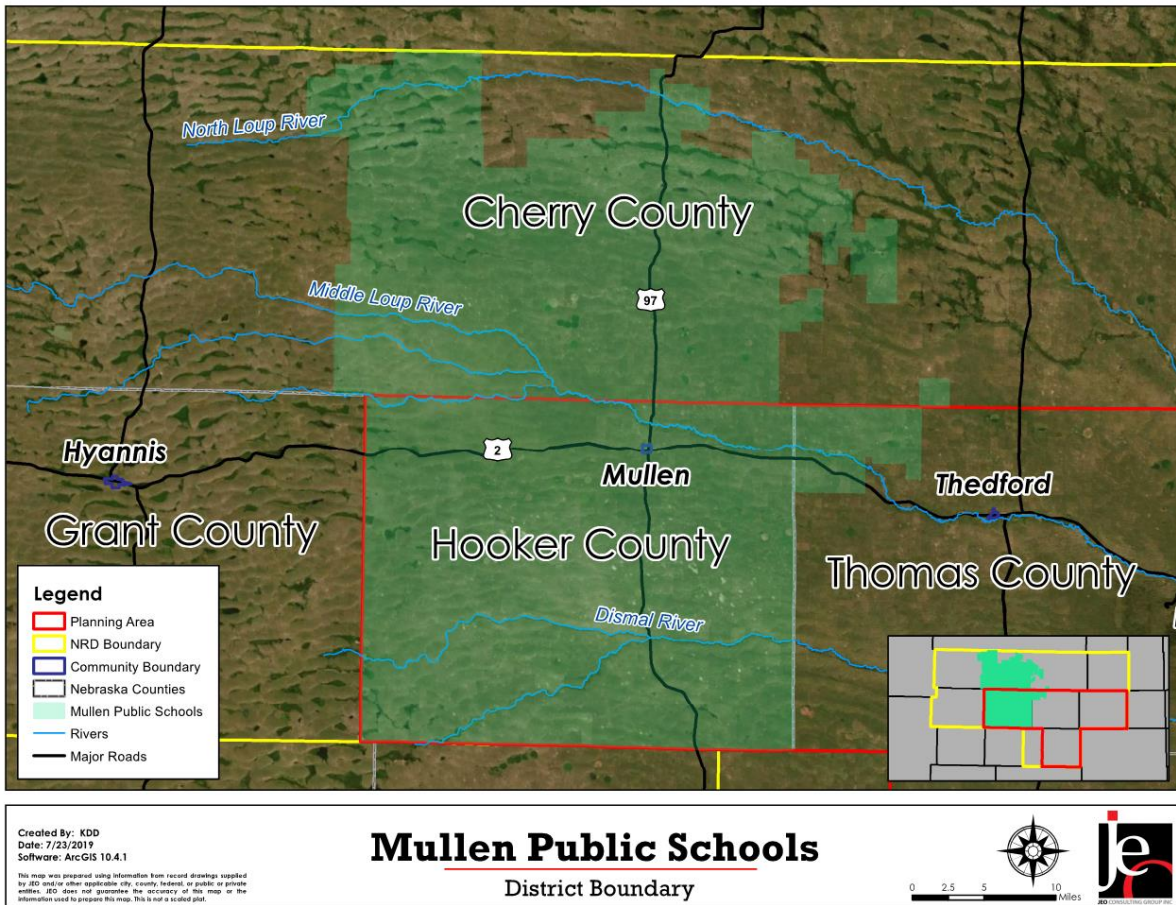
Hazard Mitigation Plans should be living documents and updated regularly to reflect changes in hazard events, priorities, and mitigation actions. These updates are encouraged to occur after every major disaster event, alongside community planning documents (i.e. annual budgets and Capital Improvement Plans), during the fall before the HMA grant cycle begins, and/or prior to other funding opportunity cycles begin.

The local planning team is responsible for reviewing and updating this profile as changes occur before or after a major event. The local planning team will include the Superintendent who will review the list of mitigation actions in the plan annually during the budget review. The public will be notified of the plan review and revision process at school board meetings which are open to the public and through messaging through the ThrillShare program which sends updates via website, social media, text/emails, or app notifications.

## Location and Services

Mullen Public Schools is located in the Village of Mullen in Hooker County and serves two schools, Mullen High School and Mullen Elementary School. The school district provides services to students in Hooker, Thomas, and Cherry Counties. English is the predominant language in the district, with some Spanish speaking students as well. The district also serves opt-in students from neighboring communities including Thedford (Thomas County), Tryon (McPherson County), Valentine (Cherry County), and Hyannis (Grant County).

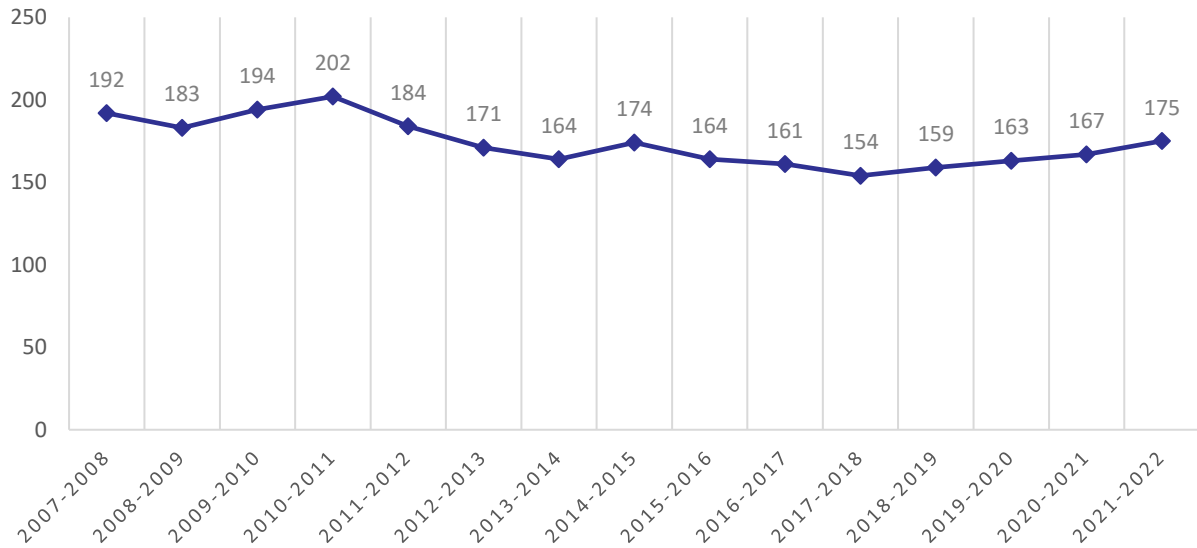
**Mullen Public Schools District**



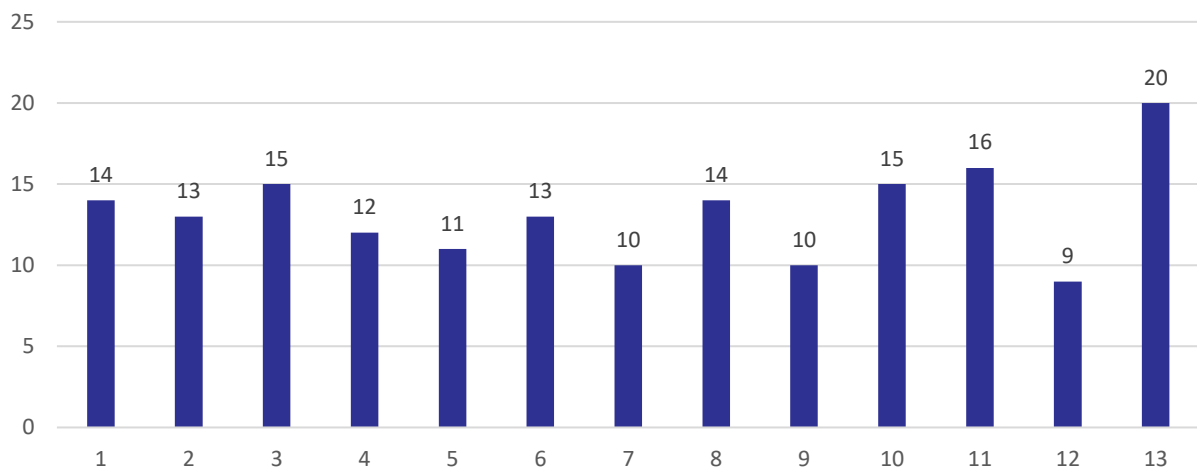
**Demographics**

The following figure displays the historical student population trend starting with the 2007-08 school year and ending with the 2021-22 year. It indicates that the student population has been relatively stable since the late 2000s. The local planning team indicated they expect little change in student population in the next few years.

SECTION SEVEN: MULLEN SCHOOLS PROFILE



2020-2021 Enrollment by Grade Level



Students from low-income homes (free/reduced price homes), those who do not speak English as a first language, students with disabilities, and highly mobile students (students who attend more than two schools during the school year) may be more vulnerable during a hazardous event than the rest of the student population.

**Student Statistics, 2021-2022**

	School District	State of Nebraska
<b>Free/Reduced Priced Meals</b>	43.43%	41.31%
<b>English Language Learners</b>	N/A	7.76%
<b>Special Education Students</b>	16.28%	15.92%
<b>Highly Mobile</b>	1.69%	4.22%

Source: Nebraska Department of Education

## Future Development Trends

In the past the school district has added a gymnasium at Mullen High School and a district wide website (<https://www.mullenpublicschools.org/>). Recently the district had students construct a new concession stand through their home improvements coursework and will begin construction on a greenhouse in 2024. The district would like to add on to the new gym with a breezeway to provide safer walkways and restrooms in the next decade. These new facilities are built to higher building codes.

## Critical Infrastructure/Key Resources

### Chemical Storage Fixed Sites

According to the Tier II System reports submitted to the Nebraska Department of Environmental Quality, there are a total of three chemical storage sites that house hazardous materials in Mullen. None of these facilities are located within a mile of either Mullen High School or Mullen Elementary School.

### Critical Facilities

Each participating jurisdiction identified community lifelines that are vital for disaster response and essential for returning the jurisdiction's functions to normal during and after a disaster per the FEMA Community Lifelines guidance. The FEMA recognized lifelines include: Safety and Security; Food, Water, and Shelter; Health and Medical; Energy; Communications; Transportation; and Hazardous Material facilities. The following subsections list those community lifelines broken down by type, as identified by the local planning team.

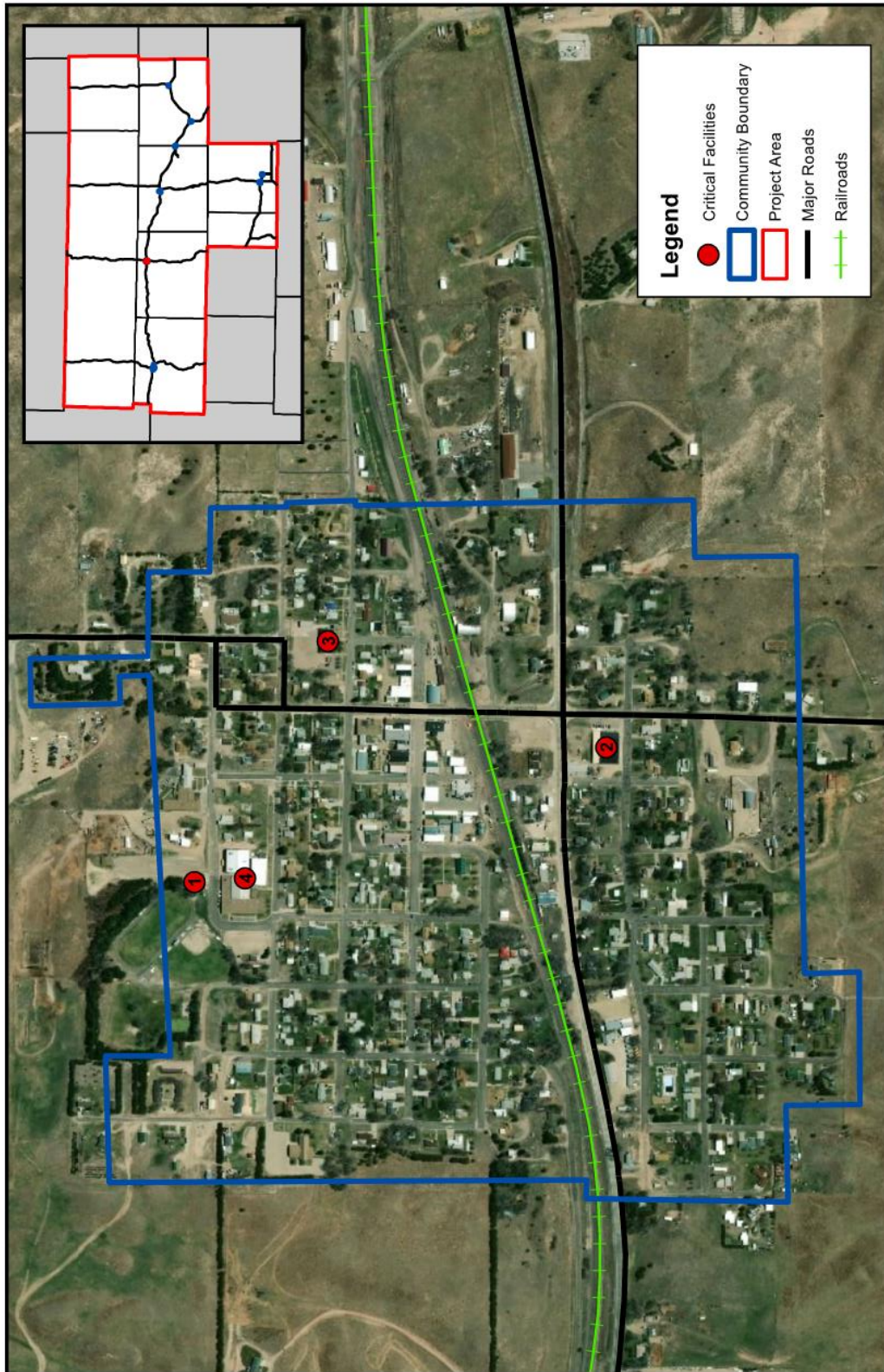


The school district operates two facilities. These facilities are listed below, along with information indicating the school's address, number of students and staff, if the facility is used as a shelter during emergencies (i.e. Red Cross Shelter), if the facility is located in the floodplain, and the presence of a tornado safe room and backup power generator.

### Critical Facilities

#	Name	Address	Number of Students	Number of Staff	Red Cross Shelter (Y/N)	Safe Room (Y/N)	Generator (Y/N)	Located in Floodplain (Y/N)
1	Bus Barn	NW 4 <sup>th</sup> St	-	-	N	N	N	N
2	Lariat Auditorium	206 S Washington	-	-	N	Y	N	N
3	Mullen Elementary School	106 NE 2 <sup>nd</sup> St	79	15	Y	N	N	N
4	Mullen High School	404 N Blaine Ave	85	15	Y	Y	N	N

Critical Facilities



**Mullen Public Schools**  
Critical Facilities

Created by: BW  
 Date: 2/6/2019  
 Revised: 2/6/2019  
 Software: ArcGIS 10.4.1  
 File: UpperLoupNRD\_Critical Facilities.mxd

This map was prepared using information from record drawings supplied by J&E and/or other applicable city, county, federal, or state agencies. The information used to prepare this map is not a scaled plot.

## Capability Assessment

The district has the authority to levy taxes for specific purposes and to issue general obligation bonds to finance certain projects. The school district also regularly engages in public education and information programs related to student safety.

Overall Capability	2019 PLAN	2024 PLAN
Does the district have the financial resources needed to implement mitigation projects?	Limited to Moderate	Moderate
Does the district have the staff/expertise to implement projects?	Moderate	Moderate
Does the district have the community support to implement projects?	High	High
Does the district staff have the time to devote to hazard mitigation?	Limited	Limited

### School Drills and Staff Training

The school district conducts the following drills with their staff and students:

- Fire – monthly
- Lockdown – twice a year
- Tornado – annually
- Evacuation – annually

The school district conducts regular professional development sessions for emergency procedures. The school's Safety and Security team trains with the Nebraska Department of Education. The student handbook and open house nights are an opportunity to inform students and families about emergency procedures. In the case of school closures or hazard events, parents and staff are notified via an automated call system, social media posts, and the school district website.

## Plan Integration

Mullen Public School District has several plans which integrate the goals, objectives, and projects identified in this HMP.

### Safety and Security Plan

The school district has a Safety and Security Plan which was last amended in December 2023. The plan is reviewed quarterly with the safety and security committee. This plan outlines safety, security, lockdown procedures, tornado drills, fire drills, reunification procedures, and evacuation routes and procedures. Additionally, the school district has evacuation plans, emergency dismissal, and strategic actions identified within the Security Plan which address additional man-made hazards such as active shooter. These plans also build on appropriate evacuation and emergency response protocols in the case of a natural disaster.

The plan assigns specific roles to individuals, addresses shelter in place protocols, evacuation protocols and routes, and offers an opportunity to implement mitigation efforts following an event. The plan is shared locally with the fire department, police department, and Village of Mullen officials. The school district identifies continued education and training for drills and safety as a top priority. Fire, tornado, and lock out drills are conducted periodically. The district has a Threat Assessment team which is in charge of threat mitigation.

### Annual Budget

The local Planning Team indicated the annual municipal budget is adequate to meet current needs and has capacity to pursue some new projects or improvements as needed. From storm or disaster events, the district noted they have a good relationship with their insurance provider who has provided timely and adequate support for repairs.

## Hazard Prioritization and Mitigation Strategy

The Upper Loup NRD Hazard Mitigation Plan evaluates a range of natural and human-caused hazards which pose a risk to the counties, communities, and other participants. However, during the planning process, the local planning team identified specific hazards of top concern for the Mullen Public Schools which required a more nuanced and in-depth discussion of past local events, potential impacts, capabilities, and vulnerabilities.

**Hazard Risk Assessment Table**

HAZARD		COUNT	PROPERTY	CROP	OTHER IMPACTS
Agricultural Disease	Animal Disease	2	41 animals	N/A	
	Plant Disease	0	N/A	\$0	
Dam Failure		0	N/A	N/A	
Drought		474/1,539 months	\$1,000,000	\$0	
Earthquakes		0	\$0	N/A	
Extreme Heat		Avg. 3 days/year >100F	N/A	\$35,684	
Extreme Cold		Avg 10 days/year <10F	\$0	\$0	

HAZARD		COUNT	PROPERTY	CROP	OTHER IMPACTS
Flooding	Flash Flood	1	\$0	\$0	
	Flood	1	\$50,000		
Hazardous Materials	Fixed Site	0	\$0	N/A	
	Transportation	2	\$57,026		
Severe Thunderstorms	Hail	150	\$252,000	\$115,040	
	Heavy Rain	0	\$0		
	Lightning	1	\$0		
	Thunderstorm Wind	45	\$69,000		
Severe Winter Storms	Blizzards	9	\$74,000	\$57,083	
	Heavy Snow	3	\$0		
	Ice Storms	0	\$0		
	Winter Storms	46	\$8,000		
	Winter Weather	0	\$0		
Terrorism and Civil Disorder		0	\$0	N/A	
Tornadoes & High Winds	High Winds	23	\$0	\$259,921	
	Tornadoes	5	\$61,000	\$0	
Wildfire		105	40,850 acres	\$58,200.00	
<b>Total</b>		<b>393</b>	<b>\$1,571,026</b>	<b>\$208,924</b>	

The following section expands on the hazards of top concern identified by the Mullen Public Schools. Based on this analysis, the local planning team determined their vulnerability to all other hazards to be of low concern or not a current priority for mitigation for the jurisdiction. For a review and analysis of other regional hazards, please see *Section Four: Risk Assessment*.

### Severe Thunderstorms

The primary concern regarding hail is the potential for property damages. Hail can damage windows in facilities and vehicles and rooftop utilities. The school district has had to make roof repairs or replacements after major hailstorms in the 2018-19 and 2021-22 school years. The school district provides services to students from other communities, increasing the potential exposure to damage from hail with long commutes. Severe storms have caused short-term power outages for the district in the past. Powerlines between Broken Bow and Mullen have been undergoing improvements over the past several years to help reduce such outages.

#### Mitigation Actions

MITIGATION ACTION		PROMOTE FIRST AID
DESCRIPTION	Promote first aid training for all staff	
HAZARD(S)	All Hazards – specifically Severe Thunderstorms and Severe Winter Storms for the school district	
ESTIMATED COST	TBD	
FUNDING	General School Budget	
TIMELINE	2-5 years	
PRIORITY	Low	
LEAD AGENCY	School Board	
STATUS	Coaches and staff are trained every one to two years for recertification. However, the district would like to expand trainings to students but have had difficulty finding a trainer in the area to provide this service.	

MITIGATION ACTION		BACKUP GENERATOR
DESCRIPTION	A backup generator is needed for the high school.	
HAZARD(S)	High Winds, Extreme Temps, Severe Thunderstorms, Severe Winter Storms, Tornadoes	
ESTIMATED COST	TBD	
FUNDING	General Fund	
TIMELINE	2-5 Years	
PRIORITY	High	
LEAD AGENCY	Superintendent, Facilities	
STATUS	This is a new mitigation action.	

### Severe Winter Storms

Severe winter storms can cause power outages from downed power lines, damage to buildings or school vehicles, and hinder transportation for students and staff. Severe winter storms in April and December 2018 and during the winter of the 2022-2023 school year have caused school closures. The school has an automated call and text alert system to notify students, parents, and staff of school closures from weather conditions through the ThrillShare platform. Both the Mullen Elementary and Mullen High School have weather radios and have been identified as shelter locations for the Village of Mullen during severe weather. The school buildings do not have a backup generator to be used during sheltering services.

Additionally, the school district noted they would like to construct an enclosed breezeway to connect the new gym to portions of the school. This enclosed breezeway would include restrooms and provide additional protection from weather conditions for students and staff passing from the gym, shop, and art classes.

### Mitigation Actions

MITIGATION ACTION		CONSTRUCT BREEZEWAY
DESCRIPTION	Construct an enclosed breezeway between school and gymnasium to protect students from severe weather. Would include building additional restrooms and a student seating area.	
HAZARD(S)	Severe Thunderstorms, Severe Winter Storms, Extreme Temperatures, Tornadoes and High Winds	
ESTIMATED COST	\$1.3million	
FUNDING	Special Building Fund	
TIMELINE	10 years	
PRIORITY	Medium	
LEAD AGENCY	Superintendent, Facilities	
STATUS	This is a new mitigation action. Currently cost prohibitive to pursue.	

### Tornadoes and High Winds

High winds can cause widespread damages to crops, trees, and property and are a common occurrence across the school district and planning area. Concerns about high winds include damage to property, loss of power from downed power lines, and the spread of wildfire. The school backs up school records in the case of a power failure, but the schools do not have backup generators.

*Mitigation Actions*

<b>MITIGATION ACTION</b>		<b>PUBLIC AWARENESS AND EDUCATION</b>
DESCRIPTION	Educate students, staff, and families on hazards that could impact the school buildings or district.	
HAZARD(S)	All Hazards – specifically Wildfire, Severe Thunderstorms, Tornadoes and High Winds, and Severe Winter Storms for the school district	
ESTIMATED COST	Staff Time	
FUNDING	Staff Time	
TIMELINE	2-5 years	
PRIORITY	High	
LEAD AGENCY	Superintendent, ULNRD I&E	
STATUS	This is done throughout the school year and reviewed regularly. On an annual basis, ULNRD staff visit schools to educate the students on hazards and environmental conservation methods. The district should expand opportunities to parents regarding school closure or hazard response protocols.	

*Completed Mitigation Actions*

<b>MITIGATION ACTION</b>		<b>HAZARDOUS TREE REMOVAL PROGRAM</b>
DESCRIPTION	Identify and remove hazardous limbs and/or trees on school property	
HAZARD(S)	All hazards	
STATUS	Completed – all hazardous trees at the elementary school have been removed in 2022. Paid by the school.	

<b>MITIGATION ACTION</b>		<b>ALERT/WARNING SIRENS</b>
DESCRIPTION	Perform an evaluation of existing alert sirens in order to determine sirens which should be replaced or upgraded. Install new sirens where lacking with remote activation options.	
HAZARD(S)	All hazards	
STATUS	Completed – a new siren was installed in 2020 in Mullen which covers the school grounds.	

**Mullen Public Schools  
Board of Education  
Annual Board Calendar  
Revised January 2025**

**Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT**

**JANUARY**

Regular Business

- Reorganization of the Board and Board Committee Assignments
- Signatures on Potential Conflict of Interest Form if needed
- Adopt Annual Board Calendar and set board meeting dates.
- Designate Depository, Attorney and Newspaper
- Designate Mullen Education Association as exclusive bargaining agent for next year's negotiations.
- Consider/Adopt Academic School Calendar for Following Next School Year
- Issuance and Approval of Administrative Contracts for Principals if necessary
- Review, revise, adopt or reaffirm Role of the Board of Education
- Review, revise, adopt or reaffirm Board Code of Conduct
- Review, revise, adopt or reaffirm Chain of Command
- Complete Board Self-Evaluation

Professional Growth/Board Activity

- NASB Legislative Issues Conference in Lincoln
- ESU 16 Board Workshop in North Platte
- NASB President's Retreat in Ogallala if necessary
- Board report on Participation in Insurance if necessary

**FEBRUARY**

Regular Business

- Public Comment
- Review/Change/Adopt District Board of Education Goals
  - Board Workshop if needed
- Teacher Contract Issuance and Approval
- Consider and Adopt ESU 16 Contracts
- Policy Review/Approval: 6004 Curriculum Development

Professional Growth/Board Activity

- NRCSA Legislative Forum
- Board Retreat/Goal Workshop

**MARCH**

Workshop- Prior to the Regular Board meeting at 6:00 PM

High School/Transportation Committee workshop

Regular Business

- Review/Approve Proposed Classified Salary Scale and Substitute Rate
- Review/Approve Proposed Classified Staff Agreements for next school year.
- Negotiated Agreement Must be Approved by March 25

Professional Growth/Board Activity

- NRCSA State Conference

**Mullen Public Schools  
Board of Education  
Annual Board Calendar  
Revised January 2025**

**Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT**

**APRIL**

Workshop Prior to the Regular Board meeting at 6:00 PM

Elementary School/Technology Committee workshop

Regular Business

- Public Comment
- Review/Approve Extra Duty Positions/Contracts

**MAY**

Workshop Prior to the Regular Board meeting at 6:00 PM

- Americanism Committee

Regular Business

**JUNE**

Regular Business

- Begin Review of District Handbooks
- Policy Review/Approval
- Appoint Superintendent as District Representative – including Non-discrimination Compliance Coordinator
- Review NASB Board Awards of Achievement

Professional Growth/Board Activity

- School Law Seminar in Kearney

**JULY**

Regular Business

- Public Comment
- Review/Revise 5045 Student Fees Hearing and Policy- Include Meal Prices
- Review/Revise 5018 Parent Involvement Policy
- Review/Revise 5057 District Title 1 Parent & Family Engagement-Public Hearing
- Review/Revise policy 5001 Compulsory Attendance and Excessive Absenteeism, policy 5035 Student Discipline and policy 5054 Student Bullying.
- Approval of District Handbooks
- Accept Propane Bid

Professional Growth/Board Activity

- NASB School Finance Workshop

**AUGUST**

Workshop Prior to the Regular Board meeting at 6:00 PM

Elementary School/Technology Committee workshop

Board Budget Workshop – early in September/Late August on separate date.

- Budget development

Regular Business

- Certification of District's Assessed Valuation – August 20
- Policy Review/Approval
- Approve Handbooks

**Mullen Public Schools  
Board of Education  
Annual Board Calendar  
Revised January 2025**

**Regular Board Meetings are on the second Monday of each month at 7:00 PM MDT**

**SEPTEMBER**

Workshop Prior to the Regular Board meeting at 6:00 PM

High School/Transportation Committee workshop

Regular Business

- Tax Request Hearing and Consider Resolution
- Public Budget Hearing/Adopt Budget
- Policy Review/Approval

Professional Growth/Board Activity

- Labor Relations Conference in Lincoln
- NASB Area Membership Meetings

**OCTOBER**

Workshop Prior to the Regular Board meeting at 6:00 PM

Negotiations Committee workshop

Americanism Committee Presentation during Regular meeting

- Public Comment
- Review Enrollment- Principals Report
- Policy Review/Approval

**NOVEMBER**

Workshop Prior to the Superintendent Evaluation Workshop at 4:00 PM

Negotiations Committee workshop if needed

Workshop Prior to the Regular Board meeting at TBD

Superintendent Evaluation

Regular Business

- Annual Audit Review and Approval
- Approve Bobcat Lease
- Policy Review/Approval
- Approve the completion of the Superintendent Evaluation.

Professional Growth/Board Activity

- NASB/NASA State Education Conference

**DECEMBER**

Regular Business

- Public Comment
- Annual Report
- Issuance and Approval of Superintendent's Contract
- Distribute Board Self-Evaluation Form if necessary
- Policy Review/Approval



# Mullen Board of Education Goals 2025-2028

## #1 Support all Staff Members

Retain and Recruit HQ Staff

Continued support for health and wellness

Support and Encourage Professional Development Opportunities

Celebrate Staff Success and Achievement

## #2 Facilities

Maintain and Update Facilities

## #3 Achievement

Maintain a High Achieving Culture

Grow and Maintain Curriculum Options and Opportunities for all students

Implement a PreSchool Program within 2 years

Celebrate Student Success

<b>Repair/Improvement</b>	<b>Building</b>	<b>Priority</b>	<b>1-2 Yrs</b>	<b>3-5 Yrs</b>	<b>Long Term/ "Wish List"</b>	<b>Complete</b>
Reinforce retaining wall	Elementary	X				
Flooring	K-5 & 6-12	X				
Preschool Playground	PK Building	X				
Locker Room Flooring	HS			X		
6-12 Intercom System Upgrade	6-12th				X	
Elementary Intercom System	K-5				X	
Hallway-Concession to South Gym	HS				X	
Handicap Restroom	HS				X	
Backing on Bleachers	Hilltop Gym				X	
Locker Room Addition	Hilltop Gym				X	
Officials Quarters	Hilltop Gym				X	
Staff Restrooms	Both				X	
Track					X	
K-12 Facility					X	
Upgrade Lighting to LED	6-12th					X
Playground Upgrades	All					X
Kitchen Cabinets & Shelving	Kitchen					X
Sink in the Kitchen Area	Kitchen					X
Dishwasher	Kitchen					X

Set to be completed in Summer 2025

Trying to complete some each year/4th grade room completed Summer 2025. Science lab needs first priority.

Most likely Spring 2026

The cost is over \$30,000

Have ideas from JEO/Getting ideas from Hackel Construction

Could tie into the Hallway project

The cost is over \$15,000

Have ideas from JEO/Getting ideas from Hackel Construction

Completed July 2025

Completed Summer 2024

Completed Fall 2024

Completed Fall 2024

Completed Fall 2025

Repair/Improvement	Building	Priority	1-2 Yrs	3-5 Yrs	Complete
<b>Completed-Summer 2021</b>					
Improve HVAC	HS				X
Football Field Lights	HS				X
<b>Completed-Summer 2020</b>					
Cameras-Outside connection	HS				X
Trim Trees	Elementary				X
Playground Resurfacing	Elementary				X
Update HS Infrastructure	HS				X
<b>Completed-Summer 2019</b>					
Water coolers/Dispensers	Both				X
HVAC-SPED, Science, Music	HS				X
New Flooring in Weight Room	HS				X
Walk In Freezer	Elementary				X
<b>Completed-Fall 2022</b>					
Upgrade Cafeteria Restroom	Elementary				X
Concession Stand/Restrooms	Activity Fields				X
Roofing- 6-12, K-1, & Lariat	All				X
Update Teacherage for SPED	MS/HS				X
Sprinkler System on FB/SB Field	Activity Fields				X

# Administrative Report – August 2025

**3. Facility Advocates payment-** This is the payment for the lighting project for work completed to the date. *I recommend approval*

**4. SNDEN Dues-** This is the payment for our internet services for 2025-2026. *I recommend approval*

**8. Updated MPS Calendar** With the requirement of the Science of Reading training for elementary teachers, we are going to have to take December 3 and April first off for K-5 students. PK and 6-12 will be in session on these days but we cannot find subs for all of the K-5 teachers so that is the change to the calendar. *I recommend approval*

**9. Approve Handbooks-** Changes have been made to meet the newly adopted polices and changes are highlighted in yellow. This has been sent to all staff and board members on July 14, 2025, to review. *I recommend approval.*

**10. Adopt Girls Wrestling as an NSAA Sport-** This would allow MPS to offer girls wrestling. Mr. Hoyt has been in contact with Zack Cox about being the girls' wrestling coach. Once he is done with all of the requirements, I can offer him a contract as the superintendent. *I recommend approval.*

**11. Computer lab update-** Our computer lab devices are 12 years going on 13 years old. After meeting with the technology committee, we felt that it would be a good time to upgrade the lab using depreciation funds. *I recommend approval.*

**12. Upper Loup Mitigation Plan-** As a school district, we need to formally adopt this plan so our village and county can continue to remain eligible for assistance. *I recommend approval.*

**New 5-year copier lease-** We have quotes from Eakes and Capital Business Solutions. The quote from CBS is about 1/3 lower than the quote from Eakes. CBS is allowing us to go month to month on copies rather than a big package which appears to be much more cost effective.

**After speaking with Ms. Donohoe on this endeavor, we have decided to table this to the September meeting so she can do some more research on the quote.**

## Non-Agenda Items

- The new car has arrived, and it is licensed and inspected
- Bus driver meeting- We had a meeting today and they are ready to get started.
  - New Drivers- Doug Boyer is running the Whitman route. Carla Cooley is running the far calf creek route and everyone else is the same. We are utilizing two vans on routes due to numbers.
- Teacher's meetings- We have meetings on Tuesday with a workday on Wednesday.
- Back to School Bash- August 21, 2025-Open House, NHS/MPS Burger-Hot Dog Fee- VB Scrimmage- Coaches introduce players, Darin Boysen of NCA to present on Role of Parents in activities, followed by coach/parent meetings.
- NASB Area Meetings- After looking at the pricing and the agenda, it would be my suggestion to not attend and save that funding for a different board workshop. Preferably using NRCSA or Dr. Mike Lucas with Mac & Jake
- Budget Workshop- August 25, 2025, at 6:00 PM
- Tax Request Hearing, Budget Hearing and Regular Meeting- September 8, 2025
- Upcoming board professional development events:
  - November 19-21- NASB State Conference in Omaha
  - March 18-20- NRCSA State Conference in Kearney