

MINUTES OF BOARD OF EDUCATION
South Platte School District #95
Regular Board Meeting June 17, 2024 7:00 PM

President Darrel Armstrong called to order the Regular Board Meeting of the school board at 7:00 PM with board members: **Present:** Darrel Armstrong, Adam Hayward, Amy Stanley, Tim Van Zee, Patricia Welsh, **Absent:** Duane Duncan. Also present were Superintendent David Spencer, Principal Nick Brost and Business Manager Lisa Wilson. Notice of the meeting was published in the Keith County News, online and available at the office.

The Pledge of Allegiance was recited and President Armstrong made note of the Open Meetings Act poster that is on display in the meeting room.

Motion by Amy Stanley seconded by Tim Van Zee to approve the consent agenda as presented: A. Confirmation of the last regular meeting minutes B. Financial Reports C. Treasurer's Report D. Claims: General Fund E. Claims: Building/Bond/Depreciation Fund (if any). Motion carried. Duane Duncan: Absent, Amy Stanley: yes, Darrel Armstrong: yes, Adam Hayward: yes, Tim Van Zee: yes, Patricia Welsh: yes

CLAIMS: ACT Finance 493.00; All Star Auto Glass 54.95; Amazon Capital Services, Inc. 2,579.09; Anderson, Joshua 491.31; Arensdorf, Michael 1,237.36; Armstrong, Brian 649.61; Barnhart, H 63.53; Black Hills Energy 905.04; Blochowitz, Jennifer 156.00; Brethauer, Jack 574.76; Brewster, Samantha 268.09; Brueggeman, Patrick 271.53; Caert, Inc 2,000.00; Card Service Center 945.53; Carlson, Troy 1,460.84; Carolina Biological Supply Company 459.77; Century Link 675.02; Cheleen, Andrea 45.00; Cheleen, Jason 2,134.82; Christensen, Cameron 2,126.99; Covermaster 92.76; Deaver Tire Company 1,763.50; Dell Marketing L.P. 3,779.58; Doncheske, Tasha 64.88; Duncan, Duane 1,313.74; Ecolab 68.00; EMPLOYERS Preferred Ins. Co. 3,644.00; ESU 16 162.99; ExpressToll 4.60; Family Market Food & Hardware 94.34; Fox, Casey 1,149.52; Frerichs, Lisa 129.76; Gallentine, LJ 454.46; Harris, Valarie 64.88; Hill, Tim 861.18; Hometown Leasing 2,624.97; Hot Lunch Account 263.00; Hot Lunch 725.90; Howell, Raymond and Carrie 301.70; Ideal Linen Supply 149.83; Johnson, Courtney 64.88; Johnson, Dylan 788.24; Johnson, Sarah 164.22; Johnson, Theresa 2,110.00; Jostens 48.02; Julesburg Advocate 58.24; JWPepper 158.00; Keep Nebraska Beautiful 256.35; Keith Co. News 7.28; Koenen, Julie 129.75; KSB School Law 72.00; Learning Without Tears 608.74; Matheson Tri-Gas, Inc. 2,437.10; Mathis, Amanda 936.04; McClung, Mark 556.81; McGraw-Hill LLC 38.53; Mead Lumber 104.98; MENARDS 52.68; Mid-American Research 394.00; Nasco 29.45; Nebraska PrintWorks LLC 310.00; Nebraska Safety and Fire Equipment 480.24; NPPD (Nebraska Public Power District) 2,636.24; NPPD MLBRY Acct 68.19; NPPD Plum 2 Acct 47.37; Office Service, Inc. 16.99; Oriental Trading Co. 424.96; Ornelas, Jovita 1,330.16; PowerSchool Group LLC 3,178.60; Prairie Friends And Flowers 135.00; Really Good Stuff 78.68; Renaissance Learning, Inc. 2,177.05; Rochester 100 Inc. 95.00; Snell Services, Inc. 1,219.20; Speihs, Toby 1,806.39; Staples 287.19; Star Autism Support 795.00; Sterling Trophy Shop 5.94; Time Management System (TMS) 1,452.60; Verizon Wireless 245.33; Village Of Big Springs 678.30; Wage Works, Inc. 146.00; Walmart Business 462.09; Western Resource Group Inc. 299.00; WEX Bank 447.91; Wiest Hardware 518.37; Zajec, Gabriel 696.01; Payroll Total: 307,235.64

Motion by Patricia Welsh seconded by Adam Hayward to approve Building Fund Claims: Van Zee Heating \$6,141.25. Motion carried.

Duane Duncan: Absent, Darrel Armstrong: yes, Tim Van Zee: Abstain (With Conflict), Patricia Welsh: yes, Amy Stanley: yes, Adam Hayward: yes

COMMITTEE REPORTS: Legislative updates were presented to the board in a packet from Mr. Spencer. TRANSPORTATION Committee Report: The buses are being serviced. The activity bus was repaired because of the deer incident.

Mr. Nick Brost's Principal's Report: At State Track a record number of State Records were set in 2024. SP had several athletes qualify for state track. Congratulations to golf and track athletes and coaches for the successful completion of their seasons. Coaches and students have started open gyms, camps and summer weight lifting. Thank you to all the coaches and sponsors who help with summer activities. The Cheer team has 16 members and are preparing to host and attend Cheer Camp the last of June. Coaches Stephanie Anderson and Catherine Hobbs are excited about a great year for the South Platte Cheer Squad. Congratulations to Maddi Cheleen for playing in the Panhandle Prep All-Star game and Mrs. Cheleen for being selected to coach the All-Star Game. Britany Lofton, Maddi Cheleen, Cavin Lanman and Dashle Richards played in the MAC vs MNAC All-Star. Mrs. Cheleen and Coach Koenen coached the MAC All-Stars. Maddi and Dashle also won the 3-point contests. The gym floor has been refinished. Activity and Student handbooks have been updated with KSB updates. Coaches are registering for the Nebraska Coaches Association.

Mr. David Spencer's Superintendent's Report: NCSA Administration retreat is next week. SPPS will assist with community events this summer by donating bus service and music for a half-marathon and RFK. NHS Blood drive will be June 27. Requested extra fund transfer from the General fund to the Activities and Nutrition Fund of \$10,000 to each fund. Staff updates are: Mrs. Babst - JH/HS English, Mrs. Duncan - Sixth Grade Teacher and Ms. Tasha Doncheske - Head Cook & Kitchen Supervisor.

There was discussion about 2024-2025 Activity and Student Handbooks. Motion by Tim Van Zee seconded by Adam Hayward to approve 2024-2025 Activity and Student Handbooks as presented with discussed dates and clerical changes. Motion carried.

Duane Duncan: Absent, Patricia Welsh: yes, Amy Stanley: yes, Darrel Armstrong: yes, Tim Van Zee: yes, Adam Hayward: yes

KSB Policy updates and new legislation were discussed and tabled until the July meeting.

A discussion was held about the 2023-24 Audit. Motion by Adam Hayward seconded by Amy Stanley to accept Rauner & Associates Audit Proposal Letter for 2023-2024. Motion carried.

Duane Duncan: Absent, Patricia Welsh: yes, Amy Stanley: yes, Darrel Armstrong: yes, Tim Van Zee: yes, Adam Hayward: yes

Review the minutes.

The next regular meeting will be July 15, 2024 at 7 PM.

The meeting was adjourned at 8:11 PM.

Tim Van Zee, Secretary

MINUTES OF BOARD OF EDUCATION
South Platte School District #95
Regular Board Meeting May 13, 2024 7:00 PM

President Darrel Armstrong called to order the Regular Board Meeting of the school board at 7:00 PM with board members: **Present:** Darrel Armstrong, Amy Stanley, Tim Van Zee, Patricia Welsh, **Absent:** Duane Duncan, Adam Hayward. Hayward and Duncan are excused. Also present were Superintendent David Spencer, Principal Nick Brost and Business Manager Lisa Wilson. Notice of the meeting was published in the Keith County News, online and available at the office.

The Pledge of Allegiance was recited and President Armstrong made note of the Open Meetings Act poster that is on display in the meeting room.

Motion by Tim Van Zee seconded by Patricia Welsh to approve the consent agenda as presented: A. Confirmation of the last regular meeting minutes B. Financial Reports C. Treasurer's Report D. Claims: General Fund E. Claims: Building/Bond/Depreciation Fund (if any). Motion carried. Duane Duncan: Absent, Adam Hayward: Absent, Darrel Armstrong: yes, Amy Stanley: yes, Patricia Welsh: yes, Tim Van Zee: yes

CLAIMS: GENERAL FUND: Activity Account 10,000.00; Amazon Capital Services, Inc. 848.19; Arndt, A 71.98; Black Hills Energy 1,782.62; Bomgaars 70.97; Card Service Center 1,480.68; Carolina Biological Supply Company 295.20; Cash-Wa Dist. 276.65; Cdw Government, Inc 1,040.10; Century Link 675.37; Cross, K 53.47; Doncheske, D 29.96; Eakes, Inc. 2,891.69; Eichners Sales & Service 892.98; ESU 16 16,048.41; HealthEquity 146.00; Hometown Leasing 2,624.97; Hot Lunch Account 559.00; Hot Lunch 1,369.90; Ideal Linen Supply 348.28; Imagine Learning LLC 30,525.00; Keith Co. News 98.67; LaQuinta by Wyndham Kearney 379.85; McConnell, BreAhanna 144.05; NASB (Nebraska Association Of School Boards) 115.00; Nebraska Council School Administrators 685.00; Nebraska PrintWorks LLC 152.80; Nebraska Safety and Fire Equipment 22,637.15; Nebraska Safety Center 664.85; NewzBrain Civics Education 309.00; NPPD (Nebraska Public Power District) 2,400.00; NPPD MLBRY Acct 68.19; NPPD Plum 2 Acct 47.37; Paper Direct 391.20; Reese Mechanical 4,172.00; School Traditions 45.85; Sidney Heavy Truck & Auto, LLC 1,088.08; Snell Services, Inc. 900.47; Staples 218.09; Susi Epperson Consulting LLC 350.00; Teacher Synergy LLC 2,875.00; Uline 278.86; University Of Nebraska-Lincoln 400.00; Valley Medical Clinic 170.00; Verizon Wireless 245.60; Village Of Big Springs 776.00; Waldhelm, Balie 221.10; Walmart Business: Capital ONE Online 117.76; WEX Bank 50.88; Wiest Hardware 520.31; Wilson, Gabriel 205.00; Payroll: \$326,172.89; Building Fund: BOK Financial 29,200.00

COMMITTEE REPORTS: BUILDING AND GROUNDS: Sprinkler system has been turned on and parts ordered. EDUCATION: Law conference in June. TRANSPORTATION: Vehicles have had some work and maintenance.

Mr. Nick Brost's Principal's Report: Congratulations to our Students of the Month for April/May; Laila Marshall, Briahanna Einspahr, Emily Mullhollen, Jordyn Babst, Preston Bullock. Congratulations to our Adams Bank & Trust Student of the Quarter, Dashle Richards, and our Adams Bank & Trust Student of the Year, Aleah Blochowicz. Congratulations to track team members: Bradlyn Miller, who set the school record in discus. Isabelle Reichman placed 5th at

Best of the Midwest in high jump. Boys and Girls track teams placed 3rd at MAC. Girls team placed 3rd at Districts, Boys team placed 2nd at Districts. Congratulations to our State Track Qualifiers; Joshua Estrada, Brayden Einspahr, Bradyn Miller, Nathan Jacobs, Cavin Lanman, Jayla Paulsen, Annlyn Wilson and Isabelle Reichman. Thank you to Kyle Brown and Natalie Gasseling for hosting a free sports physical day for our 7-11 grade students. Congratulations to our Nebraska Federal Junior Duck Stamp award recipients; 1st Place: Jayla Paulsen, Madison Johnson, 3rd Place; Bradyn Miller. Honorable Mention: Ella Stanley, Chloe Ortega, Luca Duncan, Alexis Wilber, Diamond Romero. Congratulations to Nathan Jacobs for receiving an Honorable Mention at the District Music Contest. He received the top score in the Low Woodwind Division. The 7-12 and K-6 Spring Concerts were a success; thank you to Mrs. Jacobs for all that she does to help grow our music program. The High School Activities Banquet was a success. Congratulations to all of our award recipients. Thank you to all the staff members who worked to make this event a success. Junior High Honors and Activity Night was held. Congratulations to all of our Junior High Award Recipients. Congratulations to Drake Arensdorf for qualifying for the JH state track meet in pole vault.

Mr. David Spencer's Superintendent's Report: This week is the elementary track and field fun day, Mr. Spencer's annual K-2 picnic, the egg drop and end of year dance after the track send off. There was a JH Dance. We celebrated School Lunch Hero Day, Teacher Appreciation Week, Activities/Academic Honors Nights and have had many learning trips. Testing is nearly completed: Dibbles, MAPs, NSCAs. We have received a bid for the track. The last day of school is May 16. Students will be dismissed at 11:00. There will be no lunch served.

There was a discussion about the 2024-25 meal rates. Motion by Amy Stanley seconded by Tim Van Zee to increase the meal rates as proposed to: Breakfast K-6 \$1.70; 7-12 \$1.95; Staff \$2.80; 0-12 Guest N/A; Adult Guest N/A; milk \$0.65; reduced \$0.30; Lunch: K-6 \$2.85; 7-12 \$3.50; Staff \$4.20; 0-12 Guest \$3.85; Adult Guest \$5.00; milk \$0.65; reduced \$0.40. Motion carried. Duane Duncan: Absent, Adam Hayward: Absent, Amy Stanley: yes, Darrel Armstrong: yes, Patricia Welsh: yes, Tim Van Zee: yes

Review the minutes.

The next regular meeting will be June 17, 2024, at 7 pm.

Motion by Tim Van Zee seconded by Amy Stanley to adjourn the meeting at 7:56 PM. Motion carried.

Duane Duncan: Absent, Adam Hayward: Absent, Tim Van Zee: yes, Darrel Armstrong: yes, Amy Stanley: yes, Patricia Welsh: yes

The meeting was adjourned at 7:56 PM.

Tim Van Zee, Secretary

Activity Fund Balance Report - Summary - Include Encumbrances
05/2024 - 05/2024

South Platte Public Schools
06/05/2024 11:29 AM

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Active Chart
of Account Number True; Fund Number 05

Fund: 05 STUDENT ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1000	ATHLETICS	(1,721.48)	1,367.84	11,080.75	0.00	0.00	0.00	7,991.63
05 704 1010	CHEERLEADERS	695.67	0.00	0.00	0.00	0.00	0.00	695.67
05 704 1030	JH ATHLETIC FUND - MEMORIAL MONEY	3,530.00	0.00	0.00	0.00	0.00	0.00	3,530.00
05 704 3010	ART CLUB	243.84	0.00	0.00	0.00	0.00	0.00	243.84
05 704 3020	CROSS COUNTRY	753.67	0.00	0.00	0.00	0.00	0.00	753.67
05 704 3025	GOLF TEAM	291.42	103.00	0.00	0.00	0.00	0.00	188.42
05 704 3030	JR. HIGH BASKETBALL	53.63	0.00	0.00	0.00	0.00	0.00	53.63
05 704 3035	BOYS BASKETBALL TEAM	2,088.96	0.00	0.00	0.00	0.00	0.00	2,088.96
05 704 3037	GIRLS BASKETBALL TEAM	302.06	0.00	0.00	0.00	0.00	0.00	302.06
05 704 3040	SPEECH	1,250.74	0.00	0.00	0.00	0.00	0.00	1,250.74
05 704 3042	WRESTLING	206.00	0.00	0.00	0.00	0.00	0.00	206.00
05 704 3045	FOOTBALL TEAM	6,048.67	2,130.00	240.00	0.00	0.00	0.00	4,158.67
05 704 3047	VOLLEYBALL TEAM	2,435.60	0.00	0.00	0.00	0.00	0.00	2,435.60
05 704 3050	FFA	11,129.07	0.00	150.00	0.00	0.00	0.00	11,279.07
05 704 3056	SPANISH CLUB	(206.76)	0.00	1,236.74	0.00	0.00	0.00	1,027.98
05 704 3060	TRACK	393.25	0.00	333.00	0.00	0.00	0.00	726.25
05 704 3065	UNIFIED BOWLING	1,061.38	0.00	0.00	0.00	0.00	0.00	1,061.38
05 704 3080	FBLA	1,155.00	0.00	0.00	0.00	0.00	0.00	1,155.00
05 704 3090	QUIZ BOWL	365.67	0.00	0.00	0.00	0.00	0.00	365.67
05 704 4030	CLASS OF 2029	292.87	40.58	0.00	0.00	0.00	0.00	252.29
05 704 4040	CLASS OF 2024	468.44	0.00	183.00	0.00	0.00	0.00	651.44
05 704 4070	CLASS OF 2027	1,234.85	0.00	0.00	0.00	0.00	0.00	1,234.85
05 704 4075	CLASS OF 2026	1,311.61	0.00	30.00	0.00	0.00	0.00	1,341.61
05 704 4080	CLASS OF 2028	526.45	40.58	0.00	0.00	0.00	0.00	485.89
05 704 4090	CLASS OF 2025	2,344.29	0.00	0.00	0.00	0.00	0.00	2,344.29
05 704 5010	MUSIC	1,595.66	0.00	0.00	0.00	0.00	0.00	1,595.66
05 704 5020	STUDENT ADVISORY COUNCIL FUND BALANCE	567.01	0.00	0.00	0.00	0.00	0.00	567.01
05 704 5030	STUCO	4,359.02	287.00	486.50	0.00	0.00	0.00	4,558.52
05 704 5035	AG STUDIES	781.07	0.00	0.00	0.00	0.00	0.00	781.07
05 704 5040	IND ART	6,939.43	24.39	4,572.76	0.00	0.00	0.00	11,487.80
05 704 5045	ONE ACT	5,325.37	0.00	0.00	0.00	0.00	0.00	5,325.37
05 704 5050	YEARBOOK	2,710.53	0.00	420.00	0.00	0.00	0.00	3,130.53
05 704 5080	LIFESKILLS	3,605.86	0.00	0.00	0.00	0.00	0.00	3,605.86
05 704 5090	FITNESS CENTER	4,611.14	628.00	100.00	0.00	0.00	0.00	4,082.14
05 704 6030	RECYCLE PROGRAM	5,454.88	0.00	0.00	0.00	0.00	0.00	5,454.88
05 704 6040	SPECIAL PROJECTS	14,660.27	89.08	0.00	0.00	0.00	0.00	14,601.19
05 704 8000	BANK CHARGES/INTEREST	1,042.50	0.00	44.79	0.00	0.00	0.00	1,087.29
05 704 8050	SCHOLARSHIPS	0.00	1,750.00	1,750.00	0.00	0.00	0.00	0.00
Fund Total: 05		87,936.64	6,461.25	20,607.54	0.00	0.00	0.00	102,081.93

Batch Description: ACT. FUND RECON 5.2024
Checking Account: 5ACTCFB

Processing Month: 05/2024
STUDENT ACTIVITY CHECKING

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	05/31/2024	111,211.00

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
2139	JENNY REICHMAN PHOTOGRAPHY	01/29/2024	346.92
9004	VALENTINE FFA ALUMNI	09/26/2023	90.00
9219	NORTH LINCOLN COMFORT SUITES	03/27/2024	5,418.00
9238	TAMI SORENSEN	04/11/2024	70.00
9248	SOUTH PLATTE SCHOOLS	04/11/2024	360.00
9281	NP CATHOLIC SCHOOLS	05/08/2024	40.00
9282	SUTHERLAND HIGH SCHOOL	05/08/2024	50.00
9286	CHADRON STATE FOOTBALL	05/13/2024	1,500.00
9296	Melisa Goddard	05/28/2024	19.90
9297	LOGOZ LLC	05/28/2024	287.00
9298	Misko Sports	05/29/2024	251.00
9299	SOUTH EAST COMM. COLLEGE	05/29/2024	500.00
9300	PERU STATE COLLEGE	05/29/2024	500.00
	Total:		9,432.82

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	BANK ERROR SHOULD HAVE DEBITED NUTRITION	05/31/2024	303.75
	Total:		303.75

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
111,211.00	(9,129.07)	102,081.93	102,081.93	0.00

Cleared Automatic Payment Total:

Cleared Checks Total: 7,099.12

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 20,607.54

Cleared Manual Journal Entries Total: (303.75)

Cleared Sales Journal Total:

<u>Receipt Number</u>	<u>Received From ID/Name</u>	<u>Receipt Date</u>	<u>Description</u>	<u>Receipt Key</u>	<u>Amount</u>
		05/01/2024	STS	1640	203.00
		05/01/2024	NHS SHIRTS	1641	429.45
		05/01/2024	DIST SPEECH/YEARBOOK	1642	676.30
		05/01/2024	STS	1643	797.99
		05/03/2024	FITNESS CENTER - GERK	1644	50.00
		05/01/2024	VENDING	1645	216.25
		05/01/2024	FAMILY HERITAGE NIGHT	1646	1,188.25
		05/01/2024	HERITAGE NIGHT CONCESSIONS	1647	48.49
		05/13/2024	SENIOR FLOWERS	1648	183.00
		05/09/2024	FB CAMP	1649	240.00
		05/13/2024	TRACK SHIRTS/YEARBOOK	1650	368.00
		05/13/2024	RED CROSS SCHOLARSHIP	1651	750.00
		05/13/2024	STS/YEARBOOK/BRACE	1652	1,330.17
		05/16/2024	SOPH. CLASS FUNDS	1653	30.00
		05/16/2024	ACE WRAPS/BRACE	1654	40.00
		05/16/2024	YEARBOOKS	1655	175.00
		05/16/2024	FFA DONATION, STS	1656	491.25
		05/16/2024	STS, BRACE, FITNESS CENTER	1657	496.79
		05/16/2024	STS	1658	1,598.56
		05/16/2024	SP #95 DONATION	1659	10,000.00
		05/16/2024	VENDING MACHINE	1660	250.25
		05/23/2024	STUTHEIT SCHOLARSHIP	1661	1,000.00
		05/31/2024	MAY 2024 INTEREST	1662	44.79
Report Total:					20,607.54

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
8259	04/17/2024	X			CREEKVALLE	CREEK VALLEY HS	125.00
9184	03/12/2024	X			GENTRY	JEANNE GENTRY	204.50
9212	03/21/2024	X			SUTHERLAND	SUTHERLAND HIGH SCHOOL	150.00
9229	04/04/2024	X			SPEECHWIRE	SPEECHWIRE TOURNAMENT SERVICES	155.00
9233	04/04/2024	X			SUTHERLAND	SUTHERLAND HIGH SCHOOL	40.00
9253	04/11/2024	X			NCDA	Nebraska Choral Directors Assn	360.00
9256	04/15/2024	X			OSHKCLEANE	OSHKOSH CLEANERS	90.00
9262	04/18/2024	X			SPADCAND	Candace Spady	29.76
9265	04/18/2024	X			GARDENCOHS	Garden Co High School	60.00
9266	04/30/2024	X			CREEKVALLE	CREEK VALLEY HS	50.00
9267	04/30/2024	X			BRADYHS	BRADY HS	60.00
9268	04/30/2024	X			RIVERSIDEZ	RIVERSIDE ZOO	331.00
9269	04/30/2024	X			RICHSHAN	Shane Richards	325.00
9270	04/30/2024	X			LEYTONHS	LEYTON HIGH SCHOOL	150.00
9271	04/30/2024	X			ORNEJOVI	Jovita Ornelas	100.00
9272	04/30/2024	X			FRERLIS	LISA FRERICHs	33.13
9273	04/30/2024	X			PEPSI	PEPSI COLA OF WESTERN NEBRASKA	273.65
9274	04/30/2024	X			SYLVESTER	KATHERINE SYLVESTER	139.75
9275	04/30/2024	X			CASHWA	Cash-Wa Dist.	23.26
9276	04/30/2024	X			HAUFMID	HAUFFS MID-AMERICA SPORTS	601.00
9277	04/30/2024	X			ANDIECHELE	ANDIE CHELEEN	54.94
9278	04/30/2024	X			MOORDENI	Denise Moorhead	89.78
9279	04/30/2024	X			MARTYARD	MARTY'S YARDEN	340.00
9280	05/08/2024	X			RYANES	RYAN ESSINK	24.39
9283	05/08/2024	X			CREEKVALLE	CREEK VALLEY HS	50.00
9284	05/13/2024	X			EPICFB	EPIC FOOTBALL CAMPS	630.00
9285	05/13/2024	X			SOUTHPLATT	SOUTH PLATTE SCHOOLS	1,040.00
9287	05/13/2024	X			CARDSERV	Card Service Center	26.58
9288	05/13/2024	X			AMAZCAPITA	Amazon Capital Services, Inc.	15.69
9289	05/13/2024	X			WALMART	Walmart Business: Capital ONE Online	65.45
9290	05/13/2024	X			AMAZCAPITA	Amazon Capital Services, Inc.	39.64
9291	05/13/2024	X			AMAZCAPITA	Amazon Capital Services, Inc.	629.00
9292	05/13/2024	X			CARDSERV	Card Service Center	42.60
9293	05/13/2024	X			RICHDASH	DASHLE RICHARDS	250.00
9294	05/13/2024	X			BLOCALEAH	ALEAH BLOCHOWITZ	250.00
9295	05/13/2024	X			CHELMADI	MADISON CHELEEN	250.00
Check Type Total: Check				Count: 36	Void Total:	0.00	Total without Voids: 7,099.12
Checking Account Total: 5ACTCFB				Count: 36	Void Total:	0.00	Total without Voids: 7,099.12
Grand Total:				Count: 36	Void Total:	0.00	Total without Voids: 7,099.12

Checking Account ID: 6NUTRCFB

Check Type: Automatic Payment

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
13	06/17/2024				WALMART	Walmart Business: Capital ONE Online	107.20
Check Type Total:					Automatic Payment	Void Total: 0.00 Total without Voids:	107.20

Checking Account ID: 6NUTRCFB

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
2996	06/17/2024				CASHWA	Cash-Wa Dist.	669.71
2997	06/17/2024				HILANDDAI	Hiland Dairy	799.90
2998	06/17/2024				IDEAL	Ideal Linen Supply	28.16
2999	06/17/2024				SPGL	South Platte General Fund	9,785.93
Check Type Total:					Check	Void Total: 0.00 Total without Voids:	11,283.70
Checking Account Total:					6NUTRCFB	Void Total: 0.00 Total without Voids:	11,390.90
					Grand Total:	Void Total: 0.00 Total without Voids:	11,390.90

June 2024 Statement of Account Standing			
		Cash on Hand as of June 14, 2024	
General Fund Bank Bal Cash Bal May 31, 2024	\$ 1,447,590.78		
General Fund Taxes Received(June to date)	\$ 184,315.21		
Payroll Expenses(Total June)	\$ (307,235.64)		
60 EE, 31 Payees			
General Fund Expenses June	\$ (64,358.95)		
	-\$371,594.59		
General Fund O/S Checks	\$ (45,751.61)		
General Fund: CASH ON HAND as of June 14, 2024		\$ 1,214,559.79	
Money Market Account: Bal Cash May 31, 2024 (Cash on Hand)		\$ 56,529.76	
Depreciation Account: Bal Cash May 31, 2024 (Cash on Hand)		\$ 15,729.35	
Benefit Account: Bal Cash May 31, 2024 (Cash on Hand)		\$ 7,506.91	
FLEX Spending Account: Bal Cash May 31, 2024 (Cash on Hand)		\$ 6,101.18	
Unemployment Account: Bal Cash May 31, 2024 (Cash on Hand)		\$ 30,237.20	
Lunch Fund Cash Bal May 31, 2024	\$ 36,225.35		
Lunch Fund Income	\$ -		
Lunch Fund Expense June	\$ (11,390.90)		
Lunch Fund O/S	\$ (16,848.81)		
Lunch Fund: CASH ON HAND as of June 14, 2024		\$ 7,985.64	
Bond Fund Cash Bal May 31, 2024	\$ 726,752.06		
Bond Fund Taxes June	\$ 20,850.13		
Bond Fund O/S Claims	\$ (29,200.00)		
Bond Fund: CASH ON HAND as of June 14, 2024		\$ 718,402.19	
Building Fund Cash Bal May 31, 2024	\$ 70,690.84		
Building Fund Taxes June	\$ 1,672.94		
Building Fund Expenses June	\$ (6,141.25)		
Building Fund: CASH ON HAND as of June 14, 2024		\$ 66,222.53	
TOTAL CASH IN ALL BANKS			\$2,123,274.55

South Platte Schools Treasurer's Report

June Expenses 2023 - Meeting July 10, 2023

Name of Account	Jun-22	Jun-23	May-23
General Fund(ABT)			
Beginning Balance	\$1,738,634.56	\$628,822.40	\$2,736,751.42
Interest on Checking	\$140.44	\$1,312.10	\$1,052.03
Garden Co. Taxes	\$1,276.24	\$175.43	\$4,540.20
Perkins Co. Taxes	\$5,099.19	\$8,729.13	\$37,793.50
Keith County Taxes	\$85,000.76	\$64,894.65	\$534,799.16
Deuel County Taxes	\$54,273.48	\$89,227.17	\$277,749.90
Co. Fines/Licenses			\$210.00
Local License Fees			
Lunch Reimbursement		\$9,852.28	\$13,831.48
Pro Rata Motor Vehicles			
Spec. Ed Payment	\$67,446.00	\$26,622.00	\$26,729.00
Tuition Reimbursement		\$400.00	\$2,232.00
Title 1 Reimbursement	\$16,338.00		
Title IV	\$10,000.00		
State Apportionment			
STATE AID	\$40,219.00	\$ 63,636.00	\$63,636.00
ESSER/Cares Act			
Interfund Transfer(Activity/Blding)			
State of Ne-High Ability Learners			
Insurance Claim Receipts			
Medicaid Receipts			\$2,814.53
Other State Receipts			
ESU Receipts	\$50.00		
Sale of Junk			
High Ability			
Misc. Receipts	\$1,925.07	\$264,848.76	\$385.15
Total Receipts	\$281,768.18	\$529,697.52	\$965,772.95
Total Disbursements	\$287,857.30		\$336,950.55
General Fund End. Balance (ABT)	\$1,732,545.44	\$1,158,519.92	\$628,822.40
Building Fund (ABT) 493	\$343,699.86	\$235,392.22	\$232,642.62
Depreciation Fund (ABT) 458	\$279,242.72	\$283,078.06	\$282,584.33
Bond Account (ABT) 549	\$368,728.02	\$556,436.98	\$565,141.53
Employee Flex Spending (ABT)	\$5,043.96	\$8,692.13	\$9,342.37
Savings Account (CFB)	\$214,439.01	\$217,356.90	\$217,133.82
CD # 2357	\$250,000.00	\$250,000.00	\$250,000.00
Unemployment Svgs (CFB)	\$29,726.71	\$29,922.45	\$29,894.19

Employee Benefit (CFB)	\$7,307.26	\$7,322.80	\$7,230.12
Activity Fund (CFB)	\$147,437.69	\$129,387.81	\$124,341.77
Lunch Fund (CFB)	\$84,701.16	\$40,114.76	\$42,790.45
Total Funds All Accounts	\$3,462,871.83	\$2,916,224.03	\$2,389,923.60
<u>Fund Distribution - CFB</u>	<u>\$733,611.83</u>	<u>\$674,104.72</u>	<u>\$671,390.35</u>
AB&T	\$2,724,216.04	\$2,242,119.31	\$1,718,533.25

South Platte Schools Treasurer's Report			
May Expenses 2023 - Meeting June 12, 2023			
Name of Account	May-22	May-23	Apr-23
General Fund(ABT)			
Beginning Balance	\$996,918.99	\$2,736,751.42	\$2,711,977.81
Interest on Checking	\$77.02	\$1,052.03	\$168.65
Garden Co. Taxes	\$3,559.07	\$4,540.20	\$649.02
Perkins Co. Taxes	\$60,548.45	\$37,793.50	\$10,267.44
Keith County Taxes	\$524,661.87	\$534,799.16	\$142,080.77
Deuel County Taxes	\$335,822.58	\$277,749.90	\$85,137.35
Co. Fines/Licenses			
Local License Fees		\$210.00	\$200.00
Lunch Reimbursement	\$31,646.88	\$13,831.48	\$11,863.23
Pro Rata Motor Vehicles			
Spec. Ed Payment	\$8,523.00	\$26,729.00	\$42,545.00
Tuition Reimbursement	\$1,116.00	\$2,232.00	\$465.00
Title 1 Reimbursement			
Title IV	\$10,000.00		
State Apportionment	\$18,014.00		
STATE AID	\$80,438.00	\$63,636.00	\$63,636.00
ESSER/Cares Act			
Interfund Transfer(Activity/Blding)			\$901.84
State of Ne-High Ability Learners			
Insurance Claim Receipts			
Medicaid Receipts	\$2,684.74	\$2,814.53	\$3,790.82
Other State Receipts	\$11,526.93		
ESU Receipts			
Sale of Junk			
High Ability			
Misc. Receipts	\$20,453.61	\$385.15	\$19.04
Total Receipts	\$1,109,072.15	\$965,772.95	\$361,724.16
Total Disbursements	\$367,356.58		\$336,950.55
General Fund End. Balance (ABT)	\$1,738,634.56	\$3,702,524.37	\$2,736,751.42
Building Fund (ABT) 493	\$261,668.37	\$232,642.62	\$220,463.42
Depreciation Fund (ABT) 458	\$279,191.40	\$282,584.33	\$282,091.67
Bond Account (ABT) 549	\$382,372.93	\$565,141.53	\$444,505.18
Employee Flex Spending (ABT)	\$3,601.78	\$9,342.37	\$11,980.40
Savings Account (CFB)	\$214,410.81	\$217,133.82	\$216,895.24
CD # 2357	\$250,000.00	\$250,000.00	\$250,000.00
Unemployment Svgs (CFB)	\$29,723.53	\$29,894.19	\$29,864.04
Employee Benefit (CFB)	\$7,306.96	\$7,230.12	\$7,317.17
Activity Fund (CFB)	\$153,108.14	\$124,341.77	\$125,641.95
Lunch Fund (CFB)	\$55,833.74	\$42,790.45	\$42,926.46
Total Funds All Accounts	\$3,375,852.22	\$5,463,625.57	\$4,368,436.95
Fund Distribution - CFB	\$710,383.18	\$671,390.35	\$672,644.86
AB&T	\$2,665,469.04	\$4,792,235.22	\$3,695,792.09

Processing Month	Checking Account ID	Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
04/2023	011GENFDAB <i>Gen Fund.</i>	166,375.57	(57,697.69)	108,677.88	108,677.88	0.00
04/2023	012GFMMACF <i>CD & money market</i>	216,895.24	0.00	216,895.24	216,895.24	0.00
04/2023	2DEPRGFAB <i>Depr.</i>	282,091.67	0.00	282,091.67	282,091.67	0.00
04/2023	31BENEFTAB <i>Ben</i>	7,317.17	0.00	7,317.17	7,317.17	0.00
04/2023	32UNEMPCFB <i>Unemp.</i>	29,864.04	(16.93)	29,847.11	29,847.11	0.00
04/2023	33BFLEXAB <i>Flex.</i>	11,980.40	0.00	11,980.40	11,980.40	0.00
04/2023	5ACTCFB <i>Activity</i>	131,757.46	(6,115.51)	125,641.95	125,641.95	0.00
04/2023	6NUTRCFB <i>Nutrition</i>	42,926.46	0.00	42,926.46	42,926.46	0.00
04/2023	7BONDAB <i>Bond</i>	444,505.18	0.00	444,505.18	444,505.18	0.00
04/2023	8BLDGFCF <i>Building</i>	220,463.42	(1,514.00)	218,949.42	218,949.42	0.00
	Total:	1,554,176.61	(65,344.13)	1,488,832.48	1,488,832.48	0.00
03/2024	011GENFDAB <i>Gen ck.</i>	536,250.55	(43,833.34)	492,417.21	492,417.21	0.00
03/2024	012GFMMACF <i>CD & money market</i>	56,060.43	0.00	56,060.43	56,060.43	0.00
03/2024	2DEPRGFAB <i>Dep.</i>	15,675.77	0.00	15,675.77	15,675.77	0.00
03/2024	31BENEFTAB <i>Benef.</i>	7,500.43	0.00	7,500.43	7,500.43	0.00
03/2024	32UNEMPCFB <i>Unemp.</i>	30,169.47	0.00	30,169.47	30,169.47	0.00
03/2024	33BFLEXAB <i>Flex</i>	6,215.74	0.00	6,215.74	6,215.74	0.00
03/2024	5ACTCFB <i>Act.</i>	112,353.93	(11,834.27)	100,519.66	100,519.66	0.00
03/2024	6NUTRCFB <i>Nutr.</i>	31,466.72	(1,670.29)	29,796.43	29,796.43	0.00
03/2024	7BONDAB <i>Bond</i>	583,480.47	0.00	583,480.47	583,480.47	0.00
03/2024	8BLDGFCF <i>Bd.</i>	87,905.50	0.00	87,905.50	87,905.50	0.00
	Total:	1,467,079.01	(57,337.90)	1,409,741.11	1,409,741.11	0.00
04/2024	011GENFDAB <i>Gen</i>	396,775.11	(39,144.66)	357,630.45	357,630.45	0.00
04/2024	012GFMMACF <i>CD & money market</i>	56,467.41	0.00	56,467.41	56,467.41	0.00
04/2024	2DEPRGFAB <i>Depr</i>	15,702.15	0.00	15,702.15	15,702.15	0.00
04/2024	31BENEFTAB <i>Benef.</i>	7,503.72	0.00	7,503.72	7,503.72	0.00
04/2024	32UNEMPCFB <i>Unemp.</i>	30,203.85	0.00	30,203.85	30,203.85	0.00
04/2024	33BFLEXAB <i>Flex</i>	5,747.14	0.00	5,747.14	5,747.14	0.00
04/2024	5ACTCFB <i>Act.</i>	98,006.33	(10,070.69)	87,935.64	87,935.64	0.00
04/2024	6NUTRCFB <i>Nutr.</i>	35,068.37	(12,809.96)	22,258.41	22,258.41	0.00
04/2024	7BONDAB <i>Bond</i>	594,500.23	0.00	594,500.23	594,500.23	0.00
04/2024	8BLDGFCF <i>Bd.</i>	60,067.31	0.00	60,067.31	60,067.31	0.00
	Total:	1,300,041.62	(62,025.31)	1,238,016.31	1,238,016.31	0.00

Current month

Check Register by Type

Posted; Checking Account ID 011GENFDAB; Journal Code CD; Processing Month
06/2024

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 011GENFDAB		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
9137099	06/17/2024				AMAZCAPITA	Amazon Capital Services, Inc.	2,579.09
9137100	06/17/2024				BHENERGY	Black Hills Energy	905.04
9137101	06/17/2024				CARDSERV	Card Service Center	945.53
9137102	06/17/2024				NPPD	NPPD (Nebraska Public Power District)	2,636.24
9137103	06/17/2024				NPPDMLBRY	NPPD MLBRY Acct	68.19
9137104	06/17/2024				NPPDPLUM2	NPPD Plum 2 Acct	47.37
9137105	06/17/2024				WALMART	Walmart Business: Capital ONE Online	462.09
9137106	06/17/2024				WEXBANK	WEX Bank	447.91
Checking Account ID: 011GENFDAB		Void Total:			0.00	Total without Voids:	8,091.46
Check Type Total: Automatic Payment		Void Total:			0.00	Total without Voids:	8,091.46

Payee Type: Vendor		Check Type: Check			Checking Account ID: 011GENFDAB		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
138257	06/17/2024				ALLSTAR	All Star Auto Glass	54.95
138258	06/17/2024				ANDEJOSH	Joshua Anderson	491.31
138259	06/17/2024				ARENMIKE	Michael Arensdorf	1,237.36
138260	06/17/2024				ARMSBRIA	Brian Armstrong	649.61
138261	06/17/2024				BRETJACK	Jack Brethauer	574.76
138262	06/17/2024				BREWSAMA	Samantha Brewster	268.09
138263	06/17/2024				BRUEPATR	Patrick Brueggeman	271.53
138264	06/17/2024				CAERTINC	Caert, Inc	2,000.00
138265	06/17/2024				CARLTROY	Troy Carlson	1,460.84
138266	06/17/2024				CAROLINABI	Carolina Biological Supply Company	459.77
138267	06/17/2024				CENTLINK	Century Link	675.02
138268	06/17/2024				CHRISTENSE	Cameron Christensen	2,126.99
138269	06/17/2024				DEAVERTIRE	Deaver Tire Company	1,763.50
138270	06/17/2024				DUNCDUAN	Duane Duncan	1,313.74
138271	06/17/2024				ECOLAB	Ecolab	68.00
138272	06/17/2024				EMPLOYERS	EMPLOYERS Preferred Ins. Co.	3,644.00
138273	06/17/2024				ESU16	ESU 16	162.99
138274	06/17/2024				EXPRESSTOL	ExpressToll	4.60
138275	06/17/2024				FAMMARKJUL	Family Market Food & Hardware	94.34
138276	06/17/2024				FOXCASE	Casey Fox	1,149.52
138277	06/17/2024				FRERLISA	Lisa Frerichs	129.76
138278	06/17/2024				GALLLJ	LJ Gallentine	454.46
138279	06/17/2024				HARRVALA	Valarie Harris	64.88
138280	06/17/2024				HILLTIM	Tim Hill	861.18
138281	06/17/2024				HOTLUNCH	Hot Lunch	725.90
138282	06/17/2024				HOTLUN	Hot Lunch Account	263.00
138283	06/17/2024				IDEAL	Ideal Linen Supply	149.83
138284	06/17/2024				JOHNDYLA	Dylan Johnson	788.24
138285	06/17/2024				JOHNSONSAR	Sarah Johnson	164.22
138286	06/17/2024				JOHNTER	Theresa Johnson	2,110.00
138287	06/17/2024				JOSTENS	Jostens	48.02
138288	06/17/2024				JULESB	Julesburg Advocate	58.24
138289	06/17/2024				KEEPNEBR	Keep Nebraska Beautiful	256.35
138290	06/17/2024				KCN	Keith Co. News	7.28
138291	06/17/2024				LEARNINGWI	Learning Without Tears	608.74
138292	06/17/2024				MATHESON	Matheson Tri-Gas, Inc.	2,437.10
138293	06/17/2024				MATHAMAN	Amanda Mathis	936.04
138294	06/17/2024				MCCLUNGMAR	Mark McClung	556.81
138295	06/17/2024				MEADL	Mead Lumber	104.98
138296	06/17/2024				MENARDSNP	MENARDS	52.68
138297	06/17/2024				MARC	Mid-American Research	394.00
138298	06/17/2024				NPW	Nebraska PrintWorks LLC	310.00
138299	06/17/2024				NEBRSAFETY	Nebraska Safety and Fire Equipment	480.24
138300	06/17/2024				OFFICE	Office Service, Inc.	16.99
138301	06/17/2024				ORIENTAL	Oriental Trading Co.	424.96

Check Register by Type

Posted; Checking Account ID 011GENFDAB; Journal Code CD; Processing Month
06/2024

Payee Type: Vendor		Check Type: Check			Checking Account ID: 011GENFDAB		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
138302	06/17/2024				ORNEJOVI	Jovita Ornelas	1,330.16
138303	06/17/2024				PRARFRIE	Prairie Friends And Flowers	135.00
138304	06/17/2024				REALLYGOO	Really Good Stuff	78.68
138305	06/17/2024				RENAI	Renaissance Learning, Inc.	2,177.05
138306	06/17/2024				ROCHESTER	Rochester 100 Inc.	95.00
138307	06/17/2024				SNELL	Snell Services, Inc.	1,219.20
138308	06/17/2024				SPIETOBY	Toby Speihs	1,806.39
138309	06/17/2024				STAPLES	Staples	287.19
138310	06/17/2024				STARAUTISM	Star Autism Support	795.00
138311	06/17/2024				STERLINGTR	Sterling Trophy Shop	5.94
138312	06/17/2024				VERIZON	Verizon Wireless	245.33
138313	06/17/2024				WESTRESO	Western Resource Group Inc.	299.00
138314	06/17/2024				WIEST	Wiest Hardware	518.37
138315	06/17/2024				ZAJEGABR	Gabriel Zajec	696.01
Checking Account ID: 011GENFDAB					Void Total:	0.00	Total without Voids: 40,563.14
Check Type Total: Check					Void Total:	0.00	Total without Voids: 40,563.14

Payee Type: Vendor		Check Type: Direct Deposit			Checking Account ID: 011GENFDAB		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
2381	06/17/2024				DELLMAR	Dell Marketing L.P.	3,779.58
2382	06/17/2024				JWPEPPER	JWPepper	158.00
2383	06/17/2024				ACTFINANCE	ACT Finance	493.00
2384	06/17/2024				BARNHEID	Heidi Barnhart	63.53
2385	06/17/2024				BLODJENN	Jennifer Blochowitz	156.00
2386	06/17/2024				CHELANDR	Andrea Cheleen	45.00
2387	06/17/2024				CHELJASO	Jason Cheleen	2,134.82
2388	06/17/2024				COVEMAST	Covermaster	92.76
2389	06/17/2024				DONCTASH	Tasha Doncheske	64.88
2390	06/17/2024				HOMETOWN	Hometown Leasing	2,624.97
2391	06/17/2024				HOWERAY	Raymond and Carrie Howell	301.70
2392	06/17/2024				JOHNCOUR	Courtney Johnson	64.88
2393	06/17/2024				KOENJULI	Julie Koenen	129.75
2394	06/17/2024				KSB	KSB School Law	72.00
2395	06/17/2024				MCGRAW	McGraw-Hill LLC	38.53
2396	06/17/2024				NASCO	Nasco	29.45
2397	06/17/2024				POWERSCHOO	PowerSchool Group LLC	3,178.60
2398	06/17/2024				TMS	Time Management System (TMS)	1,452.60
2399	06/17/2024				VILLAGEBS	Village Of Big Springs	678.30
2400	06/17/2024				HEALTHQFL	Wage Works, Inc.	146.00
Checking Account ID: 011GENFDAB					Void Total:	0.00	Total without Voids: 15,704.35
Check Type Total: Direct Deposit					Void Total:	0.00	Total without Voids: 15,704.35
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 64,358.95
Grand Total:					Void Total:	0.00	Total without Voids: 64,358.95

Payroll Total:

Total without Voids: **\$307,235.64**

Total General Fund Claims/ Checks June 2024:

Total without Voids: \$371,594.59

Payee Type: Vendor

Check Type: Check

Checking Account ID: 8BLDGFCF

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
1112	06/17/2024				VANZEE	Van Zee Heating and Air	6,141.25
Checking Account ID:		8BLDGFCF		Void Total:		0.00	Total without Voids: 6,141.25
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 6,141.25
Payee Type Total:		Vendor		Void Total:		0.00	Total without Voids: 6,141.25
		Grand Total:		Void Total:		0.00	Total without Voids: 6,141.25

South Platte Public School

Student Handbook 2024 – 2025

**PO Box 457
610 Plum Street
Big Springs NE 69122**

**Elementary Phone: 308 889 3674
JH/HS Phone: 308 889 3622**

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WELCOME

Dear Students and Parents:

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 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 the second Friday after school starts.

This handbook contains information of value to every student and parent. 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,

David Spencer
Superintendent

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” 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, 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 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.

Students 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 following Section 504 Coordinator: _____ at _____ (phone number), _____ (e-mail address) or in person at school.

Students 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 following Title IX Coordinator: _____ at _____ (phone number), _____ (e-mail address), _____ (mailing 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: [Insert Link to Notice of Nondiscrimination]

Students 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 following Title VI Coordinator: _____ at _____ (phone number), _____ (e-mail address), _____ (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the _____ at _____ (phone number), _____ (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 1003 – Nondiscrimination.

MISSION STATEMENT

South Platte Public School will provide quality educational opportunities for developing responsible citizens who will make positive contributions in a changing world.

PHILOSOPHY OF SOUTH PLATTE SCHOOLS

South Platte Board of Education believes that all students should be equipped with the necessary skills and attitudes toward work to function effectively in our economic system.

The school shall provide students with the necessary information to help them make vocational choices and enable them to utilize more wisely the increased leisure time characteristic of our society.

The school shall provide experiences and insights that will enable students to participate and function effectively and constructively in our modern democratic system of government.

Each student should develop a sense of his personal worth and dignity and that of all other individuals regardless of cultural background.

SOUTH PLATTE SCHOOL SONG

We are the Blue Knights,
We fight for victory,
We are the Blue Knights,
Proud and True we will be.
As we fight for victory,
The Blue, Gold and White.
Loyal to our colors.
We will
Fight, Fight,
Fight, Fight, Fight!

STAFF DIRECTORY

Barbara Anderson	Paraprofessional
Joshua Anderson	HS Golf Coach
Stephanie Anderson	Cheer Coach
Ashlynn Arndt	Asst. Volleyball Coach, JH Volleyball, JH Basketball
Karah Babst	JH/HS English
Heidi Barnhart	K-12 Counselor
James Beal	Bus Route Driver
Jesse Bleidt	Asst. HS Boys Basketball Coach, Boys Track Coach
Jennifer Blochowitz	Preschool
Nick Brost	7-12 Principal, Activities Director, 504 Coordinator, Senior Class Sponsor, Student Council Sponsor
Sheri Buntain	Paraprofessional
Andie Cheleen	Title 1, Head Girls Track Coach
Jason Cheleen	Asst. Girls Basketball Coach
Holly Christensen	JH/HS Teacher, Sophomore Class Sponsor, Science Olympiad
Katie Cross	Science Teacher, Freshman Class Sponsor, HS Girls Basketball
Denise DeCoste	Elementary Special Ed.
Peg Dehning	Kitchen
Margaret Detmer	Art, Yearbook
Dustie Doncheske	Elementary Secretary
Ryan Essink	STS Teacher, JH Class Sponsor, STUCO, FFA
April Estrada	Paraprofessional
Renee Folchert	Full-time Sub
Todd Ford	HS Wrestling
Ashley Gallentine	Third Grade
Larry Gallentine	Part-time Maintenance
Melisa Goddard	Curriculum Coordinator, School Improvement, JH/HS Cross Country
Laurette Greenman	HS Track, JH Track
Jenna Hill	Custodian, Asst. HS Boys Basketball Coach
Catherine Hobbs	Cheer Coach
Kacey Huff	I.T. Director, Bus Route Driver
Melissa Huff	Fourth Grade
Beth Jacobs	Music Teacher
Sophia Jaeger	Business /Technology Teacher, Head HS Volleyball Coach
Courtney Johnson	Kindergarten
James (Jim) Johnson	Part-time Maintenance
Clint Koenen	Head HS Boys Basketball Coach
Mark Lane	Elementary Custodian, Bus Route Driver
Danielle Mauser	Paraprofessional
Jonathan Mayer	PE Teacher, JH/HS Football, JH Boys Basketball, JH/HS Track
Cameron Miller	Science, Agriculture, Welding, FFA, Head Football Coach, JH Class Sponsor, Head Wrestling Coach
Alexandria (Alex) Molzahn	Asst. Volleyball Coach
Denise Moorhead	HS Secretary/Bookkeeper, Athletic Trainer
Jeanette Ochsner	Paraprofessional
Shane Richards	Fifth Grade
Stephanie Scherbarth	7-12 Social Studies, HS Quiz Bowl, JH/HS NHS, Junior Class Sponsor
Darci Schneider	First Grade
Carol Sherman	Paraprofessional, Asst. Bowling Coach
Candy Spady	Library, Speech, Senior Class Sponsor, Head Bowling Coach
David Spencer	Superintendent, Elementary Principal
Katherine Sylvester	Spanish Teacher, JH Quiz Bowl
Patti Vlasin	Second Grade
Lisa Wilson	Business Manager
April Young	Math, Head Play Production, Freshman Class Sponsor
Jesse Young	Asst. Play Production

2024-2025 SCHOOL CALENDAR

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 and 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.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

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

All students (7-12) will be allowed six (6) absences and two tardies per semester per class. Allowable absences for a student MAY be increased to ten (10) with administrative approval due to extenuating circumstances (i.e. quarantine, isolation, hospitalization, etc). These allowable absences are not classified as excused or unexcused.

Students who accumulate more than 6 absences per semester will have their semester grade reduced 1% point per absence more than six (6) per class. For example, if a student has a grade of 90% and misses 7 days during the semester, the student's final grade would be an 89%. A student will have the opportunity to make up for excess absences to earn back points taken off of their final grade. Students can serve a detention after school to make up for one period missed. Students should report to detention with work to do.

Attendance notifications will be sent or provided to the parents at each grading period. Parents and students can also view current attendance information on the school's data system (<https://spk.powerschool.com/public/home.html>). If a student's absences exceed the allowable amount, the parent, with the student will have the opportunity to request a meeting with the attendance committee which is comprised of 3-5 faculty members, the principal, and the superintendent to explain the special circumstances of the absences and request that they not be included in determining the student's final semester grade. Attendance committee meeting dates will be set and published on the school calendar. They generally will be held following the end of each 14 week and semester grading periods. Parents can call or stop at the office to set up an appointment with the attendance committee on these dates. Additional attendance committee meeting dates can be set as needed. The parents and the students need to provide the

appropriate documentation to the committee at the time of the meeting. Upon completion of the meeting, the committee will notify the parents and student in writing within three (3) school days of their decision in the matter.

Absences due to illness

The school district will contact parents 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.

Planned absences

Parents 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, should complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

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

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.

Truancy

A truant is any student who is absent from classes without the knowledge and permission of their parents, guardian or the school. Make-up work and time will be required of all truant students. Further disciplinary action may be taken including suspension from classes or school and may require referral to the Superintendent and the Board of Education for possible expulsion. South Platte School will follow school attendance requirements set by the Neb. Leg. Bill 79-209 & 996 including reporting excessive absenteeism to the county attorney.

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.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in Junior High Band; grades 9-12 may participate in 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 policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school office. Any check for these payments should be made out to South Platte Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which 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.

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. A written copy of daily announcements will be posted on the main bulletin board by the offices.

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.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All students are to report to the commons area during lunch period, even those not eating.
2. All food must be consumed in the areas designated by the school.
3. 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 on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
4. Students are to use proper manners including eating quietly.
5. Students may not throw food or other items.
6. Second servings are available to those who have made an effort to clean their trays.
7. Students should remain at their tables until they are dismissed.
8. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
9. Students must treat lunch personnel with respect.
10. Students who violate the above rules will be disciplined.

Food

Food or drinks in the classroom is by teacher permission only. Efforts should be made to keep from getting food and drink on the floors, desks, etc. If food or drink is spilled, please notify a custodian IMMEDIATELY.

Cell Phones and Other Electronic Devices

Students are prohibited from using cellular phones, smart watches or other electronic devices while at school except as provided in this policy. In this policy cell phones refers to cellular phones, smart watches or other electronic communication devices.

Cellular phones for junior high and high school students are to be powered off, kept in lockers or in the student's vehicle during school hours. Elementary grade school students who have phones or electronic devices must be powered off and turned into the teacher at the beginning of the day, and they will be returned to them when class is over.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. Students may not bring their cellular phones or other electronic devices out of their lockers or otherwise use them during the lunch break. No student is allowed to go to their locker or vehicle during class to use a cellular phone or other electronic device.

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, classrooms, restrooms or other areas in which others have a reasonable expectation of privacy.

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 not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Exceptions to this policy will be made as required by state or federal law or to comply with a student's education plan (e.g. an Individualized Education Program or Section 504 Plan).

Students shall be personally and solely responsible for the security of their cell phones, smart watches or other electronic devices. 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. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
 - Lying.
 - Copying another person's work or answers.
 - Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
 - Taking or receiving copies of a test without the permission of the teacher.
 - Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
 - Using the ideas or work of another person as if they were your own without giving proper credit to the source.
 - Submitting work or any portion of work completed by another person.
 - Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
 - Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. 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; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell 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.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. 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.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students are not permitted to leave the school grounds during school hours unless permission is granted by an administrator or designee only upon confirming the student has permission from a parent or authorized adult. Students are to use the checkout sheet in the High School office prior to leaving and upon return. Permission to eat at home may be granted if parents request and if student lives close enough so that he/she can walk in the allotted time.

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 may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

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 school 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" guideline 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 not otherwise specified in board policy or this handbook, please call your primary healthcare provider.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents 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.

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; 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.
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 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.

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.

I. Student Expectations in the Use of the Internet

A. 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.

B. 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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. 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.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. 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.
10. 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.
11. 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.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. 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.

B. 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.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. 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 in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line 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 involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarter.

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

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. 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. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

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.

Dating Violence (Board Policy #5030)

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.

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

Deliveries

To eliminate distractions in classroom learning, special deliveries to students, such as flowers, balloons, food, treats, etc. must be delivered to the offices only. Distribution to the individual students will be at the end of that school day. Other arrangements must be approved by the building principal prior to delivery.

Discrimination and Harassment

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: Nick Brost at 308-889-3622, nbrost@southplatteschools.com 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: David Spencer at 308-889-3674, dspencer@southplatteschools.com, by mail at 610 Plum Street, Big Springs NE 69122 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, David Spencer at 308-889-3674, dspencer@southplatteschools.com 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.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. Believing that a well-groomed student body has a positive effect on the attitudes and accomplishments of the individual. Exceptions may be made for special occasions or staff exceptions when approved by administration.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, **hoods** and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts or biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
11. Pants and shorts worn below the waist so as to expose undergarments
12. Coats during school hours unless the student has permission from a faculty member
13. Clothing with tears or holes that expose underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. 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.

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.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must 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 or 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 or guardian of each child who is examined.

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 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges K-6 students \$1.70, 7-12 students \$1.95 and staff \$2.80 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.85, 7-12 grade is \$3.50, \$4.20 for staff and \$5.00 for adults.

Payment for Meals

If a student has no funds available to pay for a meal, the student will be permitted to charge up to \$100. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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 or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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, 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

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 school district. 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.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip 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 field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

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, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) 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, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

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

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 condition 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 eligibility.

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 David Spencer, who may be contacted at 308-889-3674.

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 to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents 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; or
- 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.

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

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 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.

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. All lockers have magnets on the front of their doors, and must be returned to the office at check out. Anything placed on the lockers needs to be hung from these, not taped, glued, etc. Students are not to stick any permanent decals or mark on the lockers. Students are expected to keep the locker assignment for the school year. If there is a problem with the locker assignment, contact the principal. Students may check out combination locks for a small fee. Students must turn in their assigned locks at the end of the school year for a refund. If a student chooses to provide their own lock, an extra key or the combination must be provided to the office.

Lost and Found

All lost and found articles are to be taken to the school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents 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 and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians may 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 such physician.

Media Center

The library is a place for research and reading. The library is open from 7:50 am to 3:45 pm. Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Books are generally circulated for two-week periods. Fines for overdue books may be assessed. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Ninth Hour

Ninth Hour is a time for students to receive nearly individual attention from a certified teacher to help improve classroom grades. Monday through Thursday, 3:40-4:30, a teacher will be in the library to assist students. Students attend 9th Hour through the recommendation of a teacher or through their own choice.

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 at 308 889 3674

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.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

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.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are required to wear gym shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and 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.

Pictures

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

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. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and 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.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. 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.

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 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 and their children and has adopted a Protection of Pupil Rights policy in consultation with parents 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 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. When a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled parents will be notified. Parents 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.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

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.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

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 students' 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.

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.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:36 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins and 25 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. Jr. High and High School students entering the school building after 8:00 am are to report to sign the check-in sheet in the High School office.

Schedule: Daily Classroom and Bus Schedule

Bus Leaves Ogallala/Lodgepole	7:10am
Bus Leaves Brule/Chappell	7:30am
Building Opens	7:45am
Tardy Bell	8:00am

	High School	Elementary
Period 1	8:00-8:50	
Period 2	8:52-9:42	Classes 8:00-11:30am
Period 3	9:44-10:34	
Period 4	10:36-11:26	
Period 5A/Lunch A	11:28-12:18/11:26-11:56	Elementary Lunch: 11:30-12:00
Period 5B/Lunch B	11:56-12:46/12:18-12:48	Recess: 12:00-12:30
Period 6	12:50-1:40	
Period 7	1:42-2:32	Classes: 12:30-3:30
Period 8	2:34-3:36	
Dismissal	3:36pm	Dismissal: 3:30pm

Bus Departs for Brule/Chappell	3:45pm
Bus Departs from Brule/Chappell for Ogallala/Lodgepole	4:00pm

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or 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 their personal healthcare provider.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation 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 of the following:

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.

Standardized Testing

NSCAS Growth Assessments will be administered to students in Grades 3-8. Students in grades K-2 will take NWEA MAP assessments. Students in grades 9-11 will take the ACT series of assessments. NWEA MAP tests are available for any student in grades K-12 upon parent request.

Student Assistance

Parents 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.

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 graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of 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. **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.
3. **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.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **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 may charge students a convenience fee to take the device off district property. As with all school property, students may be charged for damage to such devices. Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.
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.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Activity Card (Student: \$20, Adult: \$30, Family: \$75): Covers admission to all extracurricular events
- Cheerleading: Students must purchase specialty uniforms and shoes selected by the sponsor and/or student group.
- Football: Students must provide their own football shoes, undergarments, and mouth guards
- Golf: Students must provide their own golf shoes, pants, undergarments, and clubs
- Track, Volleyball, and Wrestling: Students must provide their own shoes and undergarments
- Future Farmers of America: Students must purchase their own jackets and pay dues

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. **Students who have successfully completed courses for college credit, may be reimbursed for one-half of the cost of tuition.**
8. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' 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 10 cents per page for reproduction of student records.
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 machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

	Breakfast	Lunch
K-6 th	\$1.70	\$2.85
7 th -12 th	\$1.95	\$3.50
Staff	\$2.80	\$4.20
Guest (Student)	N/A	\$3.85
Guest (Adult)	N/A	\$5.00
Extra Milk	\$0.65	\$0.65
Reduced Price	\$0.30	\$0.40

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 may need to provide their own instruments.
 - Swing choir students may need to purchase outfits and shoes selected by the sponsor and/or student group.
11. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

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 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. Students who wish to be considered for waiver of a particular fee must contact the building principal.

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, and patrons.

Fund-Raising Activities

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

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 supports 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 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 a school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents 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.

Student Government

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

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents 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 believe one of their student's records is 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 of the decision and advise them of their right to a hearing regarding the request for amendment.

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, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail 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 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 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 September 1.

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 written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in

performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

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.

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first two days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal after they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

Students will be allowed two tardies per semester per class. Students are tardy if not in their assigned room when the tardy bell rings. Students detained between classes by a teacher should get a pass from that teacher so they will not receive a tardy. For every tardy after 2, the student will be required to serve a 30-minute detention after school. The student will have one week to serve this detention or they will serve an in-school suspension.

Telephone Calls

The school's telephone may be used only with permission of staff.

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. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such 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.

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent 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 his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District'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 superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

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

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. 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. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus 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 school 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 to ride the bus.

a) Rules of Conduct on 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) Student 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) Student 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.

b) 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.

c) 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. Students who wish to ride home with a parent or guardian if the activity sponsor has personally released the student to the parent or guardian. A participant may ride home with an adult other than the participant's parent/guardian if the parent/guardian has personally contacted the school office or administration prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student.

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 user 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 user and may also be provided to law enforcement agencies.

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.

Visitors

Parents and other interested adults are urged to visit the school. People who come into the school to see a student or teacher must stop in the office first. Students and teachers are not called from classes unless in an emergency. Arrangements for student visitations must be made in the principal's office. Students who wish to bring a visitor from another school should have the Principal's approval 24 hours before the visitation. Each student is allowed one visitor per school year. Small children will not be permitted to visit classes unless they are accompanied by an adult.

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 the school facebook page, school website and via phone and email using School Messenger. Parents 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 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 unless the administration determines it is permissible for the activity to continue as scheduled.

Withdrawal From School

Students who are moving from the district must notify the school office.

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.

SECTION TWO: ACADEMIC INFORMATION

Class Rank

Students class rank shall be determined by using the cumulative GPA from all classes. Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Correspondence, Dual Credit, Independent Study and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Students who have successfully completed courses for college credit, may be reimbursed for one-half of the cost of tuition.

Grades

Students will receive letter grades for their academic core classes.

Percentage	100-98	97-95	94-93	92-91	90-87	86-85	84-83	82-79	78-77	76-75	74-72	71-70	<70
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Prior to 2023-24	4.0	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0
2023-24 and beyond	4.0	4.0	4.0	3.33	3.0	3.0	2.33	2.0	2.0	1.33	1.0	1.0	0

WP - Withdraw Passing

WF - Withdraw Failing

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 incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Commencement services are held on such date as determined by the school administration. The senior class may recommend the choice of commencement speaker, but the final decision rests with the administration. All senior participants are expected to dress in proper attire and exhibit proper behavior at the commencement ceremony.

Valedictorian/Salutatorian/Honor Students: During commencement exercises all students who have received at least 40 credits in each of the following areas: English, Math, Social Studies and Science with a 90% cumulative grade point average or better will be honored. The top two honor students will be honored as Valedictorian and Salutatorian.

Graduation Requirements

A student must be enrolled in eight classes each year. Exceptions to this must be approved by the administration or Board of Education. Exceptions to the provision of graduation requirements may be made by the Board of Education upon recommendation of the superintendent

Students must earn 250 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the South Platte High School Diploma are:

(Note: 160 core credits required by NDE. All we require are considered core)

ENGLISH – 40 credits (10 credits of Senior English and 20 credits of 9th, 10th or 11th Grade English required)

MATH – 30 credits (10 credits of Algebra I or Pre-Algebra or greater and 10 credits of Geometry or Advanced Applied Math-Senior Math or greater required)

SOCIAL STUDIES – 35 credits (10 credits of Government required)

SCIENCE – 30 credits (10 credits of Physical Science and 10 credits of Biology required)

VOCATIONAL EDUCATION – 20 credits (from the following departments: Agriculture, Business, Industrial Education)

FINE ARTS – 20 credits

P.E. & HEALTH – 10 credits

SPEECH – 10 credits

PERSONAL FINANCE – 5 credits

*Students may NOT apply any class to count for two requirement areas: example: A student takes Plant Science. This will not count toward the student's Science and Vocational requirement. It will count EITHER Science OR Vocational credits.

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 this school district.

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 Multi-Disciplinary 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.

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.

Homework

Classroom teachers will often assign homework. Parents 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. Normally, at least an hour a day should be spent in preparing for an average assignment.

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 and/or the guidance counselor.

Honor Roll and Honorable Mention Honor Roll

To qualify for the Honor Roll, a student must maintain an average of 93 – 100%. An average of 90 - 92% must be maintained to qualify for Honorable Mention. All grades will be used for obtaining an average for the Honor Roll and Honorable Mention Roll. Honor Rolls will be completed at the 9-week and semester grading periods.

Early 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 mid-term 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 or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises. (Board Policy #5066)

Promotion/Retention Requirements

JUNIOR HIGH

It shall be the policy of South Platte Public School to abide by the following guidelines regarding promotion or retention of students in grades 7 and 8: A student must pass the core curriculum classes with a four quarter cumulative average of 70% in each class. The core curriculum classes include: Math, English, Science, and Social Studies. In addition to passing the core classes, the student must also pass 30 credit hours yearly from the applied curriculum classes. This amount is based upon an 8 period day. The applied curriculum classes include all regularly scheduled classes except the core classes.

Action at the End of the First and Second 14 Week Grading Period:

1. Should a student be failing 2 or more core or applied classes at the end of the first 14 week grading period, the review committee, the parents or guardians, and the student will meet to discuss the possible consequences.
2. Should the student be failing only 1 core or applied class, a letter will be sent home stating the consequences of this possible failure.

Action at the End of the 2nd Semester Grading Period:

1. Should a student not meet the requirements as set forth in this policy, the administration will meet and make a final recommendation on promotion or retention. Parents will be notified of the decision and options available.

Options:

1. The student may use the standardized achievement test in the core area failed and if they have a score in the 40th percentile or above it may be considered in the recommendation.
2. The student and parents will be advised of possible approved summer school programs available.

ELEMENTARY

It shall be the policy of South Platte Public School to abide by the following recommended guidelines regarding promotion or retention of students at the elementary level. Prior to implementation of the following procedural timeline for recommending retention, documentation should be evident that at a minimum the following efforts for remediation have been exhausted:

- 1) Increased parental contact regarding the perceived problem
- 2) Program modification for the individual
- 3) Analysis of informal and formal test results
- 4) Referrals through the Student Assistance Team (SAT)

The Light's Retention Scale may be administered and the results used as a guide for teachers in making their recommendations. The results may be shared with the parents/ guardians and other involved staff.

The parent/guardian(s) of all potential candidates shall be advised as soon as possible or at least before the 14th week, that such an action is being considered. Documentation to that effect must be placed in the student's permanent file immediately after the conference.

A follow-up conference will be scheduled with the parent/guardians(s) by March 1st to discuss the recommended action. Those that may provide input or attend the conference are the principal (or his/her designee), the school counselor, the student's teacher(s) and any special personnel (e.g., nurse, special education teacher, speech pathologist, psychologist, etc.) who could provide pertinent information regarding the student.

After considering all pertinent information regarding the potential retention, a final decision will be made by the principal two weeks prior to the ending of the school year and parents will be notified. The retention shall become effective for the following school year.

Special Education students shall not be retained unless special, unique or unusual circumstances exist which would cause a determination or retention to be the only reasonable or practical way to resolve that student's educational placement.

All subject or course evaluation marks issued to the student during the current term shall be taken into consideration prior to any determination or retention. Permanent grade reports in the academic areas of Reading, Math, Social Studies, Science and English should be considered more heavily than non-academic grade reports.

First and second semester grades are permanent. Quarter grades are considered as "status reports" under current policy.

Reporting to Parents

Attendance reports, report cards and/or progress reports shall be mailed or given to the parents of students following the end of the nine-week and semester grading periods. Parent-Teacher Conferences, grades K-12, will be held each semester. At these times, parents are encouraged to visit the school and talk with the teachers concerning the progress of their children. Parents may make appointments for conferences with teachers, school counselor, or principal. This is usually done by telephoning the elementary office 889-3674 ext. 1 or the high school office 889-3622 ext. 2 to make arrangements. Current grades and attendance records are available for each student on the school's PowerSchool educational online program <https://spk.powerschool.com/public/home.html>. Contact the school for further information.

SECTION THREE: 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.
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 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.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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 conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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 student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Dismissal from Class and Detentions

Teachers and administrators may require students to stay after school or to serve a 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 may make plans to pick up the student the following day.

- **Dismissal From Class:** A student dismissed from class by a teacher will be sent to the administrative office. First dismissal punishment will be that as deemed proper to the severity of the disruption. Generally, a second dismissal from class will result in a conference between the student, parents and instructor. Further dismissal may result in in-school suspension, out-of-school suspension, or being dropped from the class with loss of credit for that semester.
- **Detention** A teacher may hold a student after school for disciplinary reasons, tardies, or for make-up work. Students should always report with homework to do. Detention after school supersedes all athletics and activities the student may participate in. A student who has a conflict with an after-school session is responsible for working it out with the teacher. A student who fails to attend an detention may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and 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.

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. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

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 any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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 or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal 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.

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.

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 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 to 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 a 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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or 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 simulation 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 e-mail 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, 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;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. 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.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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 charge.
2. The Principal shall serve the student and the student's parents or 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 parent, 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, or the student's 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 or 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 or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. 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 with copies of the relevant statutes upon request.

SECTION FOUR: Title IX Policy

It is the policy 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.

1. Title IX Coordinator

1.1. **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).

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

2.1. **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.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **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).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **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.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. 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;
- 2.6.2. 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;
- 2.6.3. **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:

- 2.6.3.1. **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.

- 2.6.3.1.1. **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.

- 2.6.3.1.2. **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

- 2.6.3.1.3. **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

- 2.6.3.1.4. **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

- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

- 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

- 2.6.4.2.1. The length of the relationship.

- 2.6.4.2.2. The type of relationship.

- 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

- 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

- 2.6.5.3. shares a child in common with the victim; or

- 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

- 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- 2.6.6.1. fear for his or her safety or the safety of others; or

- 2.6.6.2. suffer substantial emotional distress.

2.7. **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.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **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.

3.2. **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:

- 3.2.1. 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;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. 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;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **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.

4. **Response to Sexual Harassment**

4.1. **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.

4.2. **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.

4.3. **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 so 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.

4.4. **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.

4.5. **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.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **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.

5.1.2. **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.

5.1.3. **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.

5.1.4. **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.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **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:

- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

- 5.1.4.2.2. The scope of the district's education program or activity;
- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **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.
- 5.1.4.4. **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.
- 5.1.5. **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.
- 5.1.6. **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.
- 5.1.7. **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.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **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.
- 5.2. **Notice of Allegations.**
 - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. 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.
 - 5.2.2. **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.
- 5.3. **Dismissal of Formal Complaint.**
 - 5.3.1. The district will investigate the allegations in a formal complaint.
 - 5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
 - 5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
 - 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
 - 5.3.5. 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.

5.4. 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.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. 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);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. 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;

5.5.6. 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;

5.5.7. 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

5.5.8. 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.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **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 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.

5.6.3. **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:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A 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;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district’s code of conduct to the facts;

5.6.3.5. A 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

5.6.3.6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. 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.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **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.

5.7.1. **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.

5.7.2. **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:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. 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

5.7.2.3. 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.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. 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;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **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:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. 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;

5.8.1.3. 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

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. 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;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. 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.

5.9.2. For each response required under section 4, 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.

6. **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.

7. **Access to Classes and Schools.**

- 7.1. **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.
- 7.1.1. **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.
- 7.1.2. **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.
- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **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.
- 7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
8. **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.
- 8.1. **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.
- 8.2. **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.
9. **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.
10. **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).
- 10.1. **Specific Circumstances.**
- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. 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.
11. **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.
12. **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).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **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 FIVE: WELLNESS POLICY

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies. *

1. Goals for Nutrition Promotion and Education

- a. 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.

- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. 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.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. 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.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. 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.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. 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.

5. 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. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. 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:

- a. 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.
- b. 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.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board 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

7. 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.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day 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.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.

- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

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

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

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

10. 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.

11. Recordkeeping

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

12. 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.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

SECTION FIVE: FORMS

Please read each form and sign off on the single signature page.

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..."

PARENT/STUDENT AGREEMENT

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

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

PERSONALLY IDENTIFIABLE INFORMATION

From time to time, your student may have occasion to be photographed for the newspaper or internet web pages. Frequently, the news media will do stories on events occurring in school programs, presentations, sporting events or other newsworthy happenings. Teachers may post pictures of classroom activities and field trips on Internet web pages. Since pictures of students are personally identifiable information you may have concerns about your student's picture appearing in the newspaper or on the Internet.

Students may also have the opportunity to have their works of art, research or creative writing displayed through the media or on Internet web pages. Exhibiting student works in this manner is viewed as a form of electronic publication. Please keep in mind that South Platte Public Schools Internet guidelines generally prohibit the publication of both a student's first and last names on the Internet, as well as, any contact information such as an address or phone number.

Please indicate your choice on the bottom of this form and return to your student's classroom as soon as possible. This document will remain in place for the balance of your student's attendance at South Platte Public Schools or until such time as you wish to reverse your decision. If you have any questions, please contact the school offices at 308-889-3674 x 1 (Elementary) or 308-889-3622 x 2 (High School).

ACCEPTABLE USE OF COMPUTERS AND NETWORKS - STUDENT'S AGREEMENT

In order to make sure that all members of South Platte School community understand and agree to these rules of conduct, South Platte School asks that you as a student user sign the following statement:

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

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT

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

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

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

SOUTH PLATTE PUBLIC SCHOOL CHROME BOOK LOAN AGREEMENT

The above listed items are being lent to Borrower and are in good working order. It is borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. Students will be responsible for purchasing any accessory equipment (i.e. external keyboard, mouse, head phones, CDs, discs, etc.)

The equipment is, and at all times, remains the property of South Platte Public Schools of Big Springs, NE and is herewith being lent to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Monetary fees may be assessed for damages according to the 1:1 policies and procedures. Inappropriate use of the machine may result in the student losing their right to use this equipment. The equipment will be returned to the South Platte High School when requested or sooner, if the student's enrollment is terminated prior to the end of the school year.

The District Property may be used by Borrower only for non-commercial purposes. In accordance with the District's policies and rules, the Acceptable Use Policy, as well as all local, state, and federal statutes.

Borrower may not install or use any software that is not deemed appropriate by South Platte Public Schools.

One user account with specific privileges and capabilities has been set up on the equipment for the exclusive use of the student/borrower to which it has been assigned. The student/borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The student/borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the equipment and on any school-owned equipment.

The South Platte High School network is provided for the academic use of all students and staff. The student/borrower agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels/tags have been placed on the equipment. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the equipment.

The District is not responsible for any electronic viruses that may be transferred to or from Borrower's media or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

NE statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by South Platte High School

TRANSPORTATION AND TEAM TRAVEL

It will be the student's/parent's responsibility to provide their own transportation to the home games and practices. This policy does not apply to away games or events. Students will be required to ride on school transportation and return the same way, unless the parents take the responsibility for the student by contacting the sponsor following the event and signing the transportation sign-out sheet. Any exceptions to the policy on riding on the school sponsored transportation to and from the away games or events must be approved by the administration prior to the activity. This policy includes all student activities such as: Athletic events, school dances, band concerts, speech and drama meets, cheerleader practices and all other school organizations and events.

SOUTH PLATTE SCHOOL ACTIVITY PARTICIPANT SPORTSMANSHIP POLICY

Good sportsmanship is the attitude and behavior that exemplifies positive actions and support for the interscholastic activity programs at South Platte School. Good sportsmanship is the essence or what educational extracurricular activities are about. This is an ongoing educational process for the students of the South Platte School and it is the philosophy of the school to promote the ideals of good sportsmanship.

The definition of unsportsmanlike conduct by the NSAA includes the following: fighting, verbal abuse or dissent directed toward an official, opponent or spectator, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, physical intimidation and abuse of an official, opponent or spectator, or the unauthorized leaving of a team bench area.

The Minuteman Activity Conference has a sportsmanship philosophy statement that reads: We believe that all people can learn; therefore, we will challenge all students to excel. We will provide opportunities for obtaining knowledge, attitudes, experiences and skills that enable our students to be individually prepared to assume a position of responsibility. We believe that promoting sportsmanship, ethics and integrity in extracurricular activities should be part of that challenge to excel. Players, coaches and fans will: 1) Be polite and respectful to officials; 2) Control anger; 3) Be respectful to opponents; 4) Control their behavior; 5) Structure cheers to support your team.

Students and parents are expected to follow the MAC Conference Sportsmanship Philosophy.

ACTIVITY PARTICIPANT PLEDGE OF SPORTSMANSHIP

As a South Platte School activity participant I understand that unsportsmanlike conduct is unacceptable and contrary to the spirit of fair play and good sportsmanship. I understand that any unsportsmanlike action at an activity will result in a penalty being assessed to me by the coach and/or administration. These penalties could include letters of apology to those involved, suspension from an activity for one or more contests, or other actions imposed by the coach and/or administration.

NSAA ATHLETIC AND ACTIVITIES STUDENT AND PARENT CONSENT FORM

School Year: 2023-2024

Member High School: South Platte

****Note: If student and all Parents/Guardians do not live in the same household, please include all addresses on Emergency Contact Form AND inform the Member School as this may impact eligibility****

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above-named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege and understand and agree that (a) by this Consent Form the NSAA has provided notice of the existence of potential dangers associated with athletic and activity participation; (b) participation in any activity may involve injury or illness of some type, including exposure to communicable diseases, and even catastrophic injury, paralyzation, and death; and (c) even the best supervision, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (2) Consent and agree to participation of the Student in NSAA activities subject to (a) all NSAA Bylaws and rules interpretations, including limitations on transfers and limitations on the use of the Student's name, image, and likeness when wearing school uniforms or engaging in commercial activity tied to the Student's participation in NSAA activities; and (b) the athletic and activities rules of the Member School;
- (3) Consent and agree to the disclosure by the Member School to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student contained in the Member School's directory information or other similar policies, and any other records or documentation needed to determine the Student's eligibility and compliance necessary to participate in NSAA activities;
- (4) Understand that (a) prior to athletic participation, a pre-participation release form signed by a health care professional must be signed and submitted to the Member School; and (b) for purposes of determining fitness to participate, injury, injury status, or emergency response, Parents may be asked to consent to the disclosure of confidential medical records or information. Records and information shared for this purpose will not be redisclosed to any entities outside of the health care provider(s), Member School, or NSAA;
- (5) Consent and agree (a) to authorize licensed or trained individuals, including certified sports injury personnel, to evaluate and treat any injury or illness that occurs during the Student's participation in NSAA activities. This includes all reasonable and necessary care, treatment, and rehabilitation for these injuries that is made available by the Member school and/or the NSAA, including transportation of the Student to a medical facility if necessary; and (b) that Parents are obligated to pay for professional medical and/or related services; the NSAA and the Member School shall not be liable for payment of such services even if made available by the Member School or NSAA.
- (6) Understand that the Student or Student's likeness being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests and that any such recording may be used for broadcast, sale, or display.

We, Parent(s) and Student, acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletics and activities, and agree that Student may participate in NSAA activities.

NOTICE OF INFORMATION PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Sandhill's Physical Therapy & Sports Rehab, P.C. is required by Federal Law to maintain the privacy of Protected Health Information and to provide notice of its legal duties and privacy practices with respect to the Protected Health Information. This notice fulfills the "Notice" requirements of the Health Information Portability and Accountability Act of the 1997 (HIPPA) Final Privacy Rule. We provide patient education in the form of a three-page Notice of Privacy Rights and Practices, however if you have any questions or desires to have further information concerning privacy practices at Sandhill's Physical Therapy & Sports Rehab, please call us at (308) 284-7333.

The undersigned certifies that he/she has read our Notice of Information Privacy Practices and is the patient, or is duly authorized by or on behalf of the patient to execute the above, and accept its terms.

SCHOOL MESSENGER: STUDENT/PARENT NOTIFICATION SYSTEM

School Messenger is the new system that the school implemented in the spring of 2020 to notify South Platte Students and families of changes, special announcements or cancellations at South Platte School.

The paperwork filled out at the beginning of the year is very important as it contains all of your contact information. Please fill the "Emergency Information Sheet" out as accurately as possible and return it to the school right away. If you have changes to your phone numbers or emails throughout the year, please contact Denise in the HS office as soon as possible so these changes can be made and all messages continue to reach you. Mother's phone, father's phone, alternate person to contact in an emergency phone, and student cell phone numbers will be entered into the system along with one guardian email address. These fields are all in red italics on the Emergency Information Form.

Again, it is very important to keep your personal information up to date in the school computer as this is how the School Messenger program pulls phone numbers and emails to contact you.

HOME LANGUAGE SURVEY

Student Name: _____

What language did your child first learn to speak? _____

What language is spoken most often by your child? _____

What language is primarily used in the student's home regardless of the language spoken by the student? _____

DIGITAL EQUITY SURVEY

Student Name: _____

Grade: _____

What device does the student most often use to complete school work at home?

☐ Desktop/Laptop

☐ Chromebook

☐ Other

☐ Tablet

☐ Smartphone

☐ None

Is the primary learning device a personal device or school provided? Is the primary learning device shared with anyone else in the household?

☐ Personal – not shared

☐ School provided – not shared

☐ None

☐ Personal – shared

☐ School provided – shared

What is the primary type of internet service used at the residence?

☐ Residential Broadband (e.g. DSL, Cable, Fiber)

☐ Satellite

☐ Other

☐ Cellular Network

☐ Dial-up

☐ None

☐ School-Provided Hotspot

Can the student stream a video on their primary learning device without interruption?

☐ Yes – No issues

☐ Yes – but not consistent

☐ No

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South Platte Public Schools

MEDICATION PERMISSION FORM

Student Name: _____ Date: _____
Name of Medication: _____ Reason Given: _____
Dosage of Medication: _____ Time Given: _____
How long will the student be taking this medication? _____

Personnel of South Platte Public Schools have my permission to administer the medication I have described above.

By signing this form, the parent/guardian accepts responsibility for monitoring the therapeutic effect of the medication. **The medication should be brought to school by the parent/guardian and the parent/guardian must pick up any medication that remains unused by the end of the school year or when medication is discontinued.** The only exception will be eye drops, ear drops, and topical medications, which may be transported to and from school by the student. Medications not retrieved at the end of the school year by parent/guardian will be destroyed by designated school personnel.

_____/_____
Parent/Guardian Date

All medication must be given by designated trained personnel.

We encourage parents to give medications at home whenever possible. A medication which is ordered 3 times a day may be given before school, after school and at bedtime unless otherwise specified by your physician. If your child needs to take medicine at school, a few rules apply for the safety and well-being of all:

1. Medication is kept in a locked cabinet in the Resource Room. Students may not keep medications in a locker or desk and will not be allowed to self-administer any medicine. An exception is made for inhalers with doctor's instructions and a signed contract.
2. No medication will be given unless it is in the original container so that it can be properly identified. This means pills sent in an envelope or baggie with a note will not be given, and must be picked up by the parent/guardian or will be destroyed.
3. No medication will be given without a signed note from the parent/guardian which tells the school what the medicine is, the amount to be given, and the time it is to be given.

Thank you for your cooperation!

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REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS:
ACETAMINOPHEN AND IBUPROFEN
South Platte School

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- You have received the information and agree that your child may safely take the medications according to the recommended dose by weight
- School personnel has the responsibility of approving your child's use of these medications. In the case of a child with special health care needs, school personnel may request authorization from your physician.
- A licensed prescriber's authorization will be required if:
 - Your child requires more than 5 doses of acetaminophen and/or ibuprofen in a 30 day period.
 - Your child requires more than 5 consecutive doses of acetaminophen and/or ibuprofen.
 - In the judgment of the school personnel, your child is ill and not improving.
- If your child's medication may be provided by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska Law.

PARENTAL CONSENT FOR ACETAMINOPHEN AND/OR IBUPROFEN:

I give permission for _____ to receive the following medication:
Child's Name

☐ Acetaminophen (Tylenol)

☐ Ibuprofen (Advil)

Reason(s):

☐ Headache

☐ Menstrual Cramps

☐ Dental Pain

☐ Muscle or Joint Pain

☐ General Discomfort

☐ Other: _____ (Please List)

This consent will remain in effect for the current school year, unless the school is notified in writing by the parent/guardian.

Signature of Parent/Guardian

Date

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2023-2024 Parental Permission/Signature Page

****This form is available to fill out on our website www.SouthPlatteSchools.com located under Menu and Documents.****

Student Name: _____ Student Grade: _____

I have read the referenced pages and agree to all explanations and rules set forth in them.

- ☐ Receipt of Handbook
- ☐ Handbook Acknowledgement (Students and Parents)
- ☐ Recognition of Potential Amendments or Supplements

Personally Identifiable Information (Check all applicable)

- ☐ You may publish my child's picture or work in any form.
- ☐ You may **not** publish my child's picture or work on the Internet.
- ☐ You may **not** publish my child's picture or work in printed material.
- ☐ You may **not** publish my child's picture or work on the school TV system.
- ☐ Acceptable use of Computers & Networks (Students and Parents)
- ☐ Chrome Book Loan Agreement (Junior High & High School Students and Parents)
- ☐ NSAA Student & Parent Consent Form (Junior High & High School Students and Parents)
- ☐ Activity Participant Pledge of Sportsmanship/Team Travel Form (JH & High School Students Only)
- ☐ Notice of Information Privacy Practices
- ☐ Medication Permission Form (Needs to be filled out and turned into office)

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

****Please fill out this form and the Emergency Information Form and return them to the office so we can keep the School Messenger Notification System up to date****

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EMERGENCY INFORMATION FORM

Please print and fill out completely:

STUDENT'S NAME _____ GRADE _____ DATE OF BIRTH _____

STUDENT'S CELL PHONE _____ GENDER: _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

(If yes, please fill out the medication permission form.)

PARENT/GUARDIAN'S NAME _____

MAILING ADDRESS _____

PHYSICAL ADDRESS (If different from mailing address) _____

OPTIONING IN FROM ANOTHER DISTRICT: _____ No _____ Yes If yes, which district _____

Please * the number to be called first

FATHER'S NAME _____ CELL PHONE _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

E-MAIL _____ HOME PHONE _____

HOME ADDRESS (if different from above) _____

Please check below if you wish to receive grade reports at this address

☐

MOTHER'S NAME _____ CELL PHONE _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

E-MAIL _____ HOME PHONE _____

HOME ADDRESS (if different from above) _____

Please check below if you wish to receive grade reports at this address

☐

ALTERNATE PERSON(S) TO CONTACT IN AN EMERGENCY:

NAME _____

HOME PHONE _____ CELL PHONE _____

RELATIONSHIP TO STUDENT _____

NAME _____

HOME PHONE _____ CELL PHONE _____

RELATIONSHIP TO STUDENT _____

IF YOU HAVE MORE THAN ONE CHILD ATTENDING SOUTH PLATTE, PLEASE FILL OUT THE BACK.

Information in red will be contacted by the School Messenger Program.

STUDENT'S NAME _____ **GRADE** _____ **DATE OF BIRTH** _____

STUDENT'S CELL PHONE _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

If yes, please fill out the medication permission form.

STUDENT'S NAME _____ **GRADE** _____ **DATE OF BIRTH** _____

STUDENT'S CELL PHONE _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

If yes, please fill out the medication permission form.

STUDENT'S NAME _____ **GRADE** _____ **DATE OF BIRTH** _____

STUDENT'S CELL PHONE _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

If yes, please fill out the medication permission form.

STUDENT'S NAME _____ **GRADE** _____ **DATE OF BIRTH** _____

STUDENT'S CELL PHONE _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

If yes, please fill out the medication permission form.

STUDENT'S NAME _____ **GRADE** _____ **DATE OF BIRTH** _____

STUDENT'S CELL PHONE _____

ETHNICITY (check one) _____ Non Hispanic/Latino _____ Hispanic/Latino

RACE (check one) _____ African American _____ Asian _____ Native American _____ Pacific Island _____ White

Does your child have any known allergies? _____ No _____ Yes If yes, please list below:

Is your child on any medication that has to be taken at school? _____ No _____ Yes

If yes, please fill out the medication permission form.

South Platte Public School

Activities Handbook 2024 – 2025

**PO Box 457
610 Plum Street
Big Springs NE 69122**

**Elementary Phone: 308 889 3674
JH/HS Phone: 308 889 3622**

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. South Platte Public Schools 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, 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 are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents 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.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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.

Students 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 Section 504 Coordinator: _____ at _____ (phone number), _____ (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: _____ at _____ (phone number), _____ (e-mail address), _____ (mailing 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: [Insert Link to Notice of Nondiscrimination]

Students 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 following Title VI Coordinator: _____ at _____ (phone number), _____ (e-mail address), _____ (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the _____ at _____ (phone number), _____ (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 1003 – Nondiscrimination

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 20 credit hours per semester and be in regular attendance, and (3) meet South Platte Academic Eligibility requirements.

South Platte Academic Eligibility

Students failing two or more classes on the weekly eligibility report will be declared as ineligible. Eligibility will be based on the cumulative semester average for each class. The weekly eligibility report will be ran on Wednesdays of each week, beginning with the third week of each semester. Students who are ineligible will be excluded from extra-curricular activities from Thursday through the following Wednesday.

Extra-curricular activities shall include all sporting contests, music contests, non-academic field trips, speech and drama contests, any school sponsored dances and/or parties or any activities that would require the student to be absent from the regular classroom. Students are expected to continue to participate in all practices and/or meetings during this ineligible time but will not be allowed to participate in the games, contests, concerts, field trips or dances, etc. Students who are ineligible will remain in school on the days of all other extra-curricular activities, except students who have continued to participate in practices and/or meetings during the ineligible time. These students may leave school early with their team to attend their activities, if no more than two periods will be missed. School ineligibility does not carry over to the next year.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Activity Pass

A season activity pass is available for purchase. Only students participating in the activity will be admitted free. All others will pay the regular student admission gate price.

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. Students should not come to their practice until 15 minutes before practice is scheduled unless a coach/sponsor is supervising. Generally, practices should be no longer than 90-120 minutes in length. Practice activities should be concluded in time (no later than 6:00pm for students and coaches to return to their hometown by 6:30pm.)

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, or director 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.

A student may not participate in an activity unless he/she is in school one-half (1/2) day on the day of the activity (in school by lunchtime). Exceptions may be made by the administration. When possible, arrangements for possible exceptions should be made in advance of the student being gone. School sponsored activities are an exception.

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.

The following standards apply to students who accumulate unexcused absences:

- First Unexcused Absence - Warning given on penalty of unexcused absences and a penalty will be determined by the head coach/sponsor. (Example: student will not start the next contest.)
- Second Unexcused Absence - student will not participate in the next game/contest, but will be required to sit on the bench, (if applicable) with the rest of the team.
- Third Unexcused Absence - student will be removed from the team.

Students who have missed practices--for whatever reason--should not expect to return and automatically be in the same position on the team as before. Remember activities are competitive--not only among teams but also team members.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must submit to the office a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.

Christmas Vacation Practices

Christmas vacation is time set aside for family activities. There will be no practice held during the five-day moratorium set by the NSAA. All other practices scheduled during Christmas vacation will be strictly optional. No penalty or discipline will be enforced for missing optional practices.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The South Platte School colors are Blue, Gold and White.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.southplatteschools.com.

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:

- a. Require all coaches and trainers to complete one of the following on-line 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 (NFHS)
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. 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 health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care 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 health care 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 health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

All dances must be approved by the principal. When an organization wishes to host a dance, the sponsor should see the principal two weeks in advance of the desired date. 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.

Rules:

1. Attendance at "school dances" will include only eligible students enrolled in school at South Platte High School and their dates.
2. All out-of-school dates must be approved by the administration at least 24 hours prior to the dance. As a general rule, eligible students and their parents are responsible for the selection of dates.
3. Students must check in when they come to the dance and must check out if they leave. After checking out of the dance, they are not to be admitted again.
4. Jr. High students are not invited to High School dances.
5. Jr. High dances are open to South Platte Jr. High students ONLY and will be concluded by 10:30pm.

School parties on Monday through Thursday will terminate by 10:00. On Friday and Saturday nights, they shall terminate by 12:00 including Homecoming and the Junior-Senior Prom. No party or dance will be held the night before an athletic contest.

Homecoming, Prom and Other Royalty Eligibility

In order for a student to be eligible for Homecoming and Prom royalty, the student must:

1. Be participating in or have completed participation in at least 1 extra-curricular activity during the current school year. For Homecoming - completed participation the previous semester will count. Participation eligibility requirements for other dance/royalty will be determined by the sponsors of the group hosting the dance and approved by the administration.
2. Be academically eligible.
3. Not have been disciplined for or convicted of violating any of the Activity Handbook policies on alcohol, tobacco, electronic smoking device, dangerous & controlled drugs and criminal behavior during the current school year.
4. Have attended South Platte School for at least one semester.
5. Exception: All freshmen (during 1st semester) are eligible for royalty if #2, #3 and #4 have been met.

Dismissal from classes for contests or events

Every effort must be made to notify teachers in advance of a participant's impending absence for scheduled contest or events. It is the responsibility of the student to make up work missed because of school-sponsored activities.

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 (#4051) 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. Students should secure their athletic lockers with combination locks and locked at all times, including during practices.

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 for 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.

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 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.

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 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.

Junior Varsity

The purpose of the junior varsity program is to provide younger athletes the opportunity to participate. Therefore, participation in the junior varsity program, in most cases, will be limited to non-starters in grades 9-10-11.

Lettering Requirements

The head coach of each activity will review the requirements for lettering prior to the commencement of the season with the students and the activities director.

FOOTBALL: Average 2 quarters per number of varsity games/Example: 2 x 8 games = 16 quarters to letter. Must play 2 plays to count as a quarter /1 play equals 1/2 quarter. Can't miss more practices than weeks of practice (except if injured).

VOLLEYBALL: Average 1 game per varsity match /Example: 15 matches = 15 games to letter.

CROSS COUNTRY: Medal at a meet - then continue to improve.

BASKETBALL: Average 1 quarter per varsity game/Example: 16 games = 16 quarters to letter.

WRESTLING: Compete in 70% of scheduled contests. Score team points in 2 meets. Complete the season in good standing.

BOYS & GIRLS TRACK: Score 1 point at a major meet (4 teams or more) Relay points are split.

GOLF: Compete in at least 25% of scheduled varsity meets or qualify for the state meet as an individual or as a team member.

SPEECH: Participate in three meets or medal in one event.

PLAY PRODUCTION: Participate in two or more productions.

CHEERLEADING: Must cheer at all required games unless excused. Must participate in all fundraisers during the school year. Must participate in planning and carrying out pep rallies.

UNIFIED BOWLING: Compete in 25% of scheduled varsity meets. No missed practices which are unexcused.

DANCE: Active participation throughout the year, a positive attitude, no unexcused absences, promote school spirit, show leadership at practices and games and learn all routines.

BAND: Active participation throughout the year with a positive attitude, no unexcused absences from performances. Must show leadership in practices and performances.

CHOIR: Active participation throughout the year with a positive attitude, no unexcused absences. Must show leadership in practices and performances.

HS STUDENT MANAGER: Active with team throughout season. Be a positive influence with team. Meet obligations set by coaches.

ALL ACTIVITIES: If injured an athlete must meet the lettering requirements per the number of contests before the injury or be on track to letter before the injury.

TRI-HONOR REQUIREMENTS: Must have participated in the fall, winter and spring seasons during the current school year. Must have been academically eligible for the entire school year. Must finish each sport in good standing.

CAREER TRI-HONOR AWARD: Must have met the above requirements for their entire career.

To earn a letter the participant must finish the season in good standing and have all equipment checked in or paid for. If a participant is removed from the team for a disciplinary reason, they forfeit their varsity letter or participation certificate for that season.

Special circumstances will be dealt with on an individual basis by the head coach, assistant coach(es), activity director and the administration.

Out-Of-Season Activities

Students are encouraged to participate in the activities that are offered. There are many studies that reveal participation in some form of interscholastic activity leads to higher grade point averages and better attendance. The activity in-season will be given priority over the other activities. The activities director must approve any use of school facilities and/or equipment for practices or contests for any activity that is not in-season. A meeting will be held including the activities director, the coach/sponsor of the in-season sport and a representative of the party requesting the use of the school's facilities to discuss the request and make sure all parties are aware of the situation and the in-season sport has first priority. A member school shall not provide support, hold an organized practice or enter students in any non-high school competition in NSAA sponsored sports outside of the defined NSAA season. NSAA approved rulings and interpretations apply to the allowable out-of-season activities. Contact the school administration or athletic director for an explanation or copy of the complete rules.

Pep Rallies

Pep Rallies will be set up by the Cheerleaders and their sponsor. The High School Principal must be notified by the cheerleading sponsor at least two days in advance of any Pep Rally. Only in special circumstances will more than one Pep Rally per week be held.

Pre-Season Activity Meeting

The Activities Director and coaches will schedule a general meeting for all students who plan to participate in each seasonal activity during the school year. Covered at this meeting will be NSAA eligibility guidelines, school eligibility requirements, general warning on inherent dangers of participation in activities, catastrophic insurance, possible NSAA penalties, and safety implications. Activity handbooks will be presented to students before the fall season for those who plan to participate in those activities. All others will be handled on an individual basis.

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. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Summer Activities

From the Tuesday following Memorial Day to July 31, NSAA "Summertime Rules and Regulations" shall be in effect. Attendance at summertime programs shall be voluntary, and coaches/school representative may not directly or by implication require a student to attend "summertime" activities as a condition for membership on a high school team or restrict the level of team participation within the high school program. Contact the school administration or activities director for an explanation or copy of the complete rules.

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 on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 5:45 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an 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, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. Students who wish to ride home with a parent or guardian if the activity sponsor has personally released the student to the parent or guardian. A participant may ride home with an adult other than the participant's parent/guardian if the parent/guardian has personally contacted the school office or administration prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents 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.

This policy includes all student activities such as: athletic events, school dances, band concerts, speech and drama meets, cheerleader practices, and all other school organizations and events.

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

Athletic Teams

Basketball (boys and girls)

Cross Country (boys and girls)

Football

Golf

Track (boys and girls)

Unified Bowling (boys and girls)

Volleyball

Wrestling (boys and girls)

Art Club

Membership is open to those students who wish to work on out of class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. 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.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school. In order to maintain membership in the South Platte National Honor Society, members must have been enrolled in 40 credits of each: English, Math, Social Studies, and Science, and have maintained a 90% cumulative grade point average.

Science Olympiad

The purpose of Science Olympiad is to support students involved in student research projects. The club members include students enrolled in physical science honors, biology honors, and science independent study. The club encourages student participation in competitions, seminars, training camps, and research programs.

Student Council

The Student Council will be the governing body for the students in our school. This is an opportunity for students to become involved in educational issues and school government. The student council will provide input to help improve our educational system. The group will sponsor a number of activities during the year to promote a positive learning atmosphere for their fellow students. They will help formulate regulations and govern their peers. Students vote on the candidates during class meetings at the beginning of the year.

Speech Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by 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 <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any 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. Student is ineligible if nineteen years of age before August 1 of current school year. (Student 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 current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student 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. Student must have been enrolled and 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, eight, 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 the 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 at the transfer high school. 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 2020-21 school year prior to May 1, 2020; 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, 2020. 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, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. 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.
13. 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/nsaforms/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 South Platte 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, 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 or 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 coach or sponsor rules.

Appearance. It is our intent to have our students and others directly associated with South Platte dressed in such a manner as to portray a positive and healthful image. The dress code in the Student Handbook applies to all school functions. Students are expected to dress in better taste than they usually wear to class. This applies on the day of an activity, prior to the game or activity, and preceding the game or activity.

Example: Students will dress up the day of the activity, during the time prior to and after the activity.

Example: If an away game or activity - same rule applies and may include appearance while riding to and from.

Example: Same applies should game and/or activity occur on a weekend or day when school is not regularly scheduled.

Individual coaches and sponsors shall be responsible for establishing dress codes for students.

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, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, 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/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 simulation 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 e-mail 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, handbook provision, or a coach's 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.

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. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. 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/coach's/sponsor'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 as soon as possible 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:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the Activities Director 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 three (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 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 activities director 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.

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 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 health care professional who is familiar with sports concussions. Parents 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 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 are 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 health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise 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 aerobic exercise – 5 to 10 minutes on an exercise bike or light jog no weight lifting, resistance training or any other exercises.

Step 2: Moderate aerobic exercise – 15 to 20 minutes of running at moderate intensity in the gym or on the field without equipment.

Step 3: Non-contact training drills in full uniform. May begin weightlifting, resistance training and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the athlete must discontinue all activity immediately. Depending on previous instructions, the athlete may need to be re-evaluated by the health-care provider, or may have to return to the previous step of the return-to-activity program.

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 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, phone, 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.

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's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FIVE: Title IX Policy

It is the policy 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.

1. Title IX Coordinator

1.1. **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).

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

2.1. **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.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **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).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **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.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. 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;

2.6.2. 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;

2.6.3. **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:

2.6.3.1. **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.

2.6.3.1.1. **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.

2.6.3.1.2. **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

2.6.3.1.3. **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

2.6.3.1.4. **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

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **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.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **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.

3.2. **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:

3.2.1. 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;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. 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;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **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.

4. **Response to Sexual Harassment**

4.1. **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.

- 4.2. **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.
- 4.3. **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 so 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.
- 4.4. **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.
- 4.5. **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.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

- 5.1.1. **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.
- 5.1.2. **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.
- 5.1.3. **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.
- 5.1.4. **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.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **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:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 5.1.4.3. **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.
 - 5.1.4.4. **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.
- 5.1.5. **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.
- 5.1.6. **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.

5.1.7. **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.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **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.

5.2. Notice of Allegations.

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. 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.

5.2.2. **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.

5.3. Dismissal of Formal Complaint.

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **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.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. 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);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

- 5.5.5. 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;
 - 5.5.6. 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;
 - 5.5.7. 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
 - 5.5.8. 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.
- 5.6. Determination Regarding Responsibility**
- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
 - 5.6.2. **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 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.
 - 5.6.3. **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:
 - 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.6.3.2. A 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;
 - 5.6.3.3. Findings of fact supporting the determination;
 - 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.6.3.5. A 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
 - 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
 - 5.6.4. 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.
 - 5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.7. 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.
- 5.7.1. **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.
 - 5.7.2. **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:
 - 5.7.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2. 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
 - 5.7.2.3. 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.
 - 5.7.3. As to all appeals, the district will:
 - 5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2. 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;

- 5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.
- 5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.7.3.6. Provide the written decision simultaneously to both parties.
- 5.8. **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:
 - 5.8.1. Provides to the parties a written notice disclosing:
 - 5.8.1.1. The allegations;
 - 5.8.1.2. 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;
 - 5.8.1.3. 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
 - 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
 - 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- 5.9. **Recordkeeping.**
 - 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. 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;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. 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.
 - 5.9.2. For each response required under section 4, 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.
- 6. **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.
- 7. **Access to Classes and Schools.**
 - 7.1. **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.
 - 7.1.1. **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.
 - 7.1.2. **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.
 - 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
 - 7.1.4. **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.
 - 7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
- 8. **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.
 - 8.1. **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.
 - 8.2. **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.

9. **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.
10. **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).
- 10.1. **Specific Circumstances.**
- 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 10.1.2. 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.
11. **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.
12. **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).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **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.

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 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

Printed Name of Parent

Date

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

Printed Name of Parent

Date



RAUNER & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

1037 12th Avenue | Sidney, NE 69162-1629 | Tel (308) 254-1040 | Fax (308) 254-2510

Robert R. Rauner, Jr., CPA, JD

Jeffrey J. Jung, CPA, PFS

Trevor E. Schuessler, CPA

Julia K. Peetz

June 1, 2024

Board of Education, South Platte Public Schools
 David Spencer, Superintendent
 PO Box 457
 Big Springs, NE 69122

We are pleased to confirm our understanding of the services we are to provide for South Platte Public Schools for the year ended August 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of South Platte Public Schools as of and for the year ended August 31, 2024.

We have also been engaged to report on supplementary information that accompanies South Platte Public Schools' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) Supplemental Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; standards contained in the Nebraska State Statutes and the Nebraska Department of Education; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of South Platte Public Schools' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of South Platte Public Schools' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on South Platte Public Schools' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2)

following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform

Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 15, 2024.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Rauner & Associates, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information

contained in these sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes based on the trial balance of South Platte Public Schools in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you and propose journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes based on the trial balance of South Platte Public Schools and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them and the proposed journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and will provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadline, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to South Platte Public Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or

regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rauner & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nebraska State Auditor and the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rauner & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Nebraska State Auditor and the Nebraska Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Robert R. Rauner, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 15, 2024.

Our fee for these services will be at our standard hourly rates and we agree that our gross fee for an audit of financial statements will not exceed \$13,285 plus out-of-pocket costs (such as report production, postage, travel, telephone, etc.). If a Single Audit is required, the additional fee for these services will be at our standard hourly rates, not to exceed \$2,700 per major program. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

The Nebraska Department of Education has requested the performance of additional services not addressed in this engagement letter related to compliance with the calculation of the Average Daily Membership as required by Rule 1 of the Nebraska Administrative Code. We will communicate with you regarding the scope of the additional services and the estimated fees in a separate engagement letter.

In the event that the Governmental Accounting Standards Board (GASB), the American Institute of CPA's (AICPA), the General Accounting Office (GAO), the Office of Management and Budget (OMB), or any other federal or state agency promulgates additional standards or audit procedures during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the school board of South Platte Public Schools. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature

of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to South Platte Public Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us. You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2023 peer review report accompanies this letter.

Very truly yours,

Rauner & Associates, P.C.

Rauner & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of South Platte Public Schools.

Superintendent signature: _____

Title: _____

Date: _____

Board Member signature: _____

Title: _____

Date: _____



A Professional Corporation of
Certified Public Accountants

Report on the Firm's System of Quality Control

To the Shareholders
Rauner & Associates, P.C.
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C., in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C. in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rauner & Associates, P.C. has received a peer review rating of *pass*.

Anderson & Whitney, P.C.

January 18, 2024