

# Board of Education Regular Meeting

*Mission: "The mission of High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society"*

*The Regular monthly meeting of the High Plains Community Schools Board of Education was held on Monday, June 10, 2019 at HPC Jr/Sr High Media Center - Polk (December through May) HPC Elementary - Clarks (June through November)*

*260 S Pine St*

*Polk, Nebraska 68654. The meeting was called to order at 7:00 PM by President Klingsporn.*

Present were

Terry Carlstrom: Present

Kent Helgoth: Present

Nathan Spurling: Present

Karen Stevens: Present

Paul Van Housen: Present

Shane Van Pelt: Present

.

Visitors present were:

1. Call to Order

1.1. Roll Call

1.2. Recognize Nebraska Open Meetings Act

1.3. Excuse Absent Board Members

1.4. Approve Agenda

Approval of agenda as presented Passed with a motion by Paul Van Housen and a second by Nathan Spurling.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

2. Minutes

approve May board minutes Passed with a motion by Karen Stevens and a second by Shane Van Pelt.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

High Plains Community Schools  
Board of Education Meeting  
May 13, 2019

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried.

It is noted that the Nebraska Open Meeting Act was on display.

The regular meeting of the High Plains Community Schools Board of Education was held on May 13, 2019, at the school library in Polk. The meeting was called to order at 7:00 p.m. by President Kent Helgoth. Present were Terry Carlstrom, Paul Van Housen, Kent Helgoth, Karen Stevens, Shane Van Pelt, and Nate Spurling. Also present were Superintendent Tonniges and Principal Hudson. A.D. Vrbka and Principal LeSuer were absent. There were 4 visitors.

M-Stevens, S-VanHousen to approve the agenda as presented with noted changes. Mc 6-0.

M-Carlstrom, S-Spurling to approve the minutes of the regular meeting held on April 8, 2019. Mc 6-0.

Items on the Supt. Tonniges' report: Important dates; Mentoring program; Facilities update; Summer board meetings.

Item on Principal Hudson's report: Class site visits; HPC bank tellers; Personnel update; Student handbook; Student school board representative for 2019/20; band uniforms.

As part of Mr Hudson's report, Mr. Wood gave an update to the board on student participation in athletics and activities.

Principal LeSuer's report given by Supt. Tonniges: Important dates.

A.D. Vrbka's report given by Supt. Tonniges: State Track qualifiers; Golf districts.

M-Spurling, S-Van Pelt to accept Dianne L'Heureux's letter of retirement. The board thanked her for her years of service to the district. Mc 6-0.

M-Van Pelt, S-VanHousen to accept Kathryn Zeller's letter of resignation.  
Mc 6-0.

M-Stevens, S-Carlstrom to approve hiring Mrs. Anna Combs for the Spanish teaching position. Mc 6-0.

M-Spurling, S-Van Pelt to approve hiring Ms. Brittany Dose for the 4-6<sup>th</sup> Science and Social Studies teaching position. Mc 6-0.

M-Stevens, S-VanHousen to approve hiring Mrs. Abby Kuhn for the Alternative Education/Family Consumer Science teaching position pending her release from Central City Schools. Mc 6-0.

M-VanHousen, S-Spurling to purchase a floor scrubber for the Polk site buildings. Mc 6-0.

Carpet bid was tabled until the next board meeting.

M-VanHousen, S-Spurling to approve the Columbus Door and Windows bid for window replacement in the district buildings. Mc 6-0.

M-Spurling, S-Stevens to approve the Island Glass bid, pending concrete bid, for the vestibule in the middle school building. Mc 6-0.

M-Van Pelt, S-Carlstrom to approve the Columbus Door and Windows bid for the special education room. Mc 6-0.

Concrete bid and Epoxy bids were tabled until the next board meeting.

M-VanHousen, S-Van Pelt to approve the I-pad purchase for K-3. Mc 6-0.

M-Van Pelt, S-Stevens to purchase chrome books for the 4-5<sup>th</sup> grades students. Mc 6-0.

M-VanHousen, S-Van Pelt to approve 31 extended contract days for Tom Hofmann. Mc 6-0.

M-VanHousen, S-Spurling to go into closed session at 8:28 p.m. to protect the public interest or prevent the needless injury to reputation of an individual for the purpose of discussing school matters. Mc 6-0.

M-Van Housen, S-Spurling to reconvene into the regular board meeting at 8:51 p.m. and close executive session. No action was taken during closed session. Mc 6-0.

M-Stevens, S-Spurling to approve opening the early retirement incentive program till Friday, May 17, 2019 to accept applications. Mc 6-0.

M-VanHousen, S-Van Pelt to go into closed session at 8:53 p.m. to protect the public interest or prevent the needless injury to reputation of an individual for the purpose of discussing personnel. Mc 6-0.

M-Stevens, S-Carlstrom to reconvene into the regular board meeting at 9:03 p.m. and close executive session. No action was taken during closed session. Mc 6-0.

Items discussed but requiring no action were: Summer Crew/Non-certified starting salaries; HPC Food Service Management Company.

The board reviewed the lunch and activities accounts.

M-Van Housen, S-Van Pelt to pay the general fund bills as presented. Mc 6-0.

M-Van Housen, S-Stevens to adjourn at 9:08 p.m. Mc 6-0.

Next board meeting: June 10, 2019 – 7:00 p.m. in Clarks.

Respectfully submitted,

Terry Carlstrom

Secretary

3. Recognition of Visitors/Public Speaking Time

4. Administrative Reports

4.1. Superintendent Tonniges

## NASB Monthly Update for Board Meetings - Agenda Item: JUNE 2019

### “NASB Update”

Welcome to Summer! As a board, some items to be focused on during June include:

- Submit Legislative Resolutions or Standing Positions to the NASB Legislation Committee for consideration by July 1.
  - To view NASB’s current legislative agenda, visit <http://members.nasbonline.org/index.php/nasb-s-legislative-agenda>
  - Submit your legislative proposals at: <http://www.nasbonline.org/registrations/ProposedResolution.aspx>
- Monitor progress of district goals, link goals to discussion and action items
- Review your Board Self-Assessment, Goal Planning, and your Strategic Plan Progress Report
- Conduct a Board/Administrators Budget Work Session
- Have a Year End Assessment and Curriculum Review
- Review your School Improvement Plan
- Annual Review of your Bullying Prevention Policy; Due July 1 - § 79-2,137

With the 2019 Legislative Session now complete, keep close tabs on NASB’s Advocacy efforts and look for a year end summary of the bills you will need to be aware of as some policies will be changing. While the Session is over, advocacy is year-round. Now come the interim hearings, and work is already being done for 2020. Stay up to speed on the Government Relations section of [www.NASBOnline.org](http://www.NASBOnline.org) ... following NASB on social media for posts, videos and updates, and at the Bills specific page at <https://nasb.envisiams.com/legislative-bills>

We are excited for the June networking opportunities and events taking place in Kearney, which include:

- June 13 | New Board Member Connections | Kearney
- June 13 | NASB Member Golf Outing | Kearney (RSVP to [sendorf@NASBOnline.org](mailto:sendorf@NASBOnline.org))
- June 13-14 | School Law Seminar | Kearney

***You can learn more, and register for the above events at [www.NASBOnline.org](http://www.NASBOnline.org)***

NASB will be hosting NAEP Workshops in Gering & Lincoln on July 16<sup>th</sup>, and in Kearney & Norfolk on July 17<sup>th</sup>.

Area Membership Meetings will be here before we know it, in 9 locations starting mid-August. Mark your calendar now, as some dates are different than in past years.

August 20 | Valentine - August 21 | Fremont - August 22 | La Vista

August 26 | Gering - August 27 | North Platte - August 28 | Kearney

September 4 | York - September 18 | Nebraska City - September 25 | Norfolk



Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.



Brian Tonniges <btonniges@hpcstorm.org>

## Clarks project

2 messages

**Chris Wall** <cwall@garlandind.com>  
 To: Brian Tonniges <btonniges@hpcstorm.org>  
 Cc: Jeff Wurtz <jwurtz@hpcstorm.org>

Thu, Jun 6, 2019 at 7:50 AM

Brian,

Some of the materials will be delivered to the job-site today. The crew is planning on being there next Monday to start setting up. They will probably start removing rock at some point next week as well. I do not think tear off will be until the week of June 17th. Obviously, everything is weather related, so we will keep our fingers crossed.

--

Chris A. Wall  
 Area Manager  
 The Garland Company  
 402-598-0180



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**Turn-Key Solutions:** [www.dbsgarland.com](http://www.dbsgarland.com)

**Public Procurement:** [www.uscommunities.org/garland-dbs/](http://www.uscommunities.org/garland-dbs/)

6/6/2019

High Plains Community Schools Mail - Clarks project

Thu, Jun 6, 2019 at 5:46 PM

**Brian Tonniges** <btonniges@hpcstorm.org>  
To: Chris Wall <cwall@garlandind.com>  
Cc: Jeff Wurtz <jwurtz@hpcstorm.org>

Thanks for the update.

BT

[Quoted text hidden]

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[Brian Tonniges](#)  
[HPC Storm!](#)

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HAWKS

## Hampton Public School

June 3, 2019

During our May meeting, the Hampton Board of Education encouraged administration to start conversations with neighboring school districts gauging interest in possibly forming a cooperative agreement in football for the 2020-21 season. The purpose of this letter is to express Hampton Public School's interest in beginning conversations that may lead to forming a cooperative activity agreement with High Plains Community Schools.

Based on predicted numbers that have been shared, we feel forming a cooperative in football for the 2020-21 school year would be advantageous for both High Plains and Hampton. Although football has been the activity frequently discussed, Hampton Public School is also interested in discussing possible cooping of other activities in the future as well.

Sincerely,

Holly A. Herzberg  
Tim Huls, Activities Director

Holly Herzberg, Superintendent

James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R. J. Shortridge\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan  
Haleigh B. Carlson  
Daniel K. Kaplan



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PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel  
John M. Guthery  
Thomas M. Haase  
Richard D. Sievers  
Kelley Baker

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\*Also admitted in Iowa  
\*\* Also admitted in Kansas  
\*\*\*Also admitted in Wyoming  
\*\*\*\*Also admitted in Colorado

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## MEMORANDUM ON LB 399

During this legislative session, Governor Ricketts signed LB 399 into law. LB 399 has been referred to as the “Americanism” bill because of its requirements regarding American history and civics instruction in the classroom. This memorandum outlines the bill’s requirements and the timelines for school districts to incorporate these requirements.

### THE “OLD” LAW

Under the “old”<sup>1</sup> law, every school board was required to appoint three members to a “committee on Americanism.” This committee was required to undertake several steps, including reviewing the curriculum to ensure that students were taught about the American form of government. The “old” law included a very harsh consequence for districts that failed to meet all of the statute’s requirements: both the board and the superintendent “shall be held directly responsible” for implementing the law, and the failure of a school district to abide by the law “shall be considered cause for removal.”

### THE “NEW” LAW

LB 399 becomes operative three months after the Legislature adjourns. The current belief is that the final day of the session will be May 31. Assuming that date holds, LB 399 will become operative in September. This means that the majority of LB 399’s requirements will become effective during the 2019-2020 school year. As a result, school districts need to begin taking steps this summer to ensure that they will be in compliance with the law when the bill becomes law.

LB 399 imposes the following requirements that must be met:

1. Each calendar year, the Board must appoint three board members to the “Committee on American Civics.”<sup>2</sup>
  - a. The Committee on American Civics must meet at least twice per year. One meeting must include public testimony. The Committee is to keep minutes of each meeting showing the time and place of

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<sup>1</sup> The reference to the “old” law is to the current Neb. Rev. Stat. § 79-724. The current version of Neb. Rev. Stat. § 79-724 will remain in effect until LB 399 becomes operative in September 2019.

<sup>2</sup> The school board of each school district shall, at the beginning of each calendar year, appoint from its members a committee of three, to be known as the committee on American civics . . .” LB 399, Sec. 1(1) (emphasis supplied). Note that the law specifically requires that “three” board members be appointed to the committee (and not “at least” three board members).

the meeting, which members were present or absent, and the substance and details of all matters discussed.

- b. During the meetings, the Committee is to review the social studies curriculum to ensure that it aligns with NDE standards and LB 399's requirements. (A copy of the law with the curriculum requirements is attached to this memo.)
2. Students between eighth grade and twelfth grade must complete one of the following:
    - i. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
    - ii. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body . . . followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
    - iii. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed below.
  3. For grade levels below sixth grade, at least one hour per week is to be devoted to exercises or teaching American history topics (including those listed in LB 399).
  4. For grade levels between fifth grade and eighth grade, there must be time "set aside" for the teaching of American history (including those topics listed in LB 399).
  5. In at least two courses in every high school, time shall be devoted to the teaching of civics and American history (as outlined in LB 399).
  6. "Appropriate patriotic exercises" are to be held on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

Memorandum  
RE: LB 399  
May 16, 2019  
Page 3

If the district does not comply with these requirements, the harsh consequence under the “old” law is not included in LB 399. Indeed, under the “new” law, there is no “penalty” for a superintendent or board who fails to implement the law’s requirements. Instead, an employee who neglects to carry out the law’s requirements *may* be cause for dismissal.

### **OVERALL**

This bill includes a number of legal requirements—some new and others that were in place under the “old” bill. In any event, now is a good time for districts to plan and ensure that they are in compliance with the “new” law prior to the beginning of the 2019-2020 school year. Districts that currently have an Americanism committee (pursuant to the “old” law) should rename the committee to be the “Committee on American Civics.” In order to help schools with the “new” requirements, we have attached a “checklist” for the Committee on American Civics to complete each year.

**COMMITTEE ON AMERICAN CIVICS CHECKLIST**

For the calendar year \_\_\_\_\_, the Board appointed the following three members to serve on the Committee on American Civics: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The Committee on American Civics met on the following dates: \_\_\_\_\_ and \_\_\_\_\_. *(At least two meetings per year are required.)* The Committee accepted public testimony on the following date: \_\_\_\_\_.

The Committee completed the following tasks *(check when completed)*:

\_\_\_\_\_ Minutes of the Committee on American Civics' meetings have been kept and show the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed.

\_\_\_\_\_ Confirmed the District's social studies curriculum is aligned with NDE standards.

\_\_\_\_\_ Confirmed that the District's social studies curriculum stresses the required patriotic themes.

\_\_\_\_\_ Confirmed that the District's social studies curriculum includes a requirement, in accordance with state law, that high school students (i) complete a written test; (ii) attend a public meeting; or (iii) present or write a paper on an appropriate topic.

\_\_\_\_\_ Confirmed that the curriculum approved by the Committee is available for public inspection.

\_\_\_\_\_ Confirmed that the District's social studies curriculum includes all required components, in accordance with state law and NDE standards, including (a) one hour per week of patriotic instruction for grade levels below sixth grade; (b) a set amount of time to teach American history for grade levels from fifth grade to eighth grade; and (c) at least two courses in high school that teach American civics.

\_\_\_\_\_ Confirmed that the District will conduct appropriate patriotic exercises for the following holidays: George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day.


## R.R.S. Neb. § 79-724

Current through the 2019 regular session of the 106th Legislature First Session acts: LB 1, LB 2, LB 3, LB 8, LB 11, LB 12, LB 16, LB 25A, LB 31A, LB 32, LB 33, LB 33A, LB 42, LB 48, LB 49, LB 56, LB 59, LB 61, LB 63, LB 71, LB 75, LB 77, LB 78, LB 79, LB 80, LB 82, LB 87, LB 102, LB 103, LB 112A, LB 115, LB 117, LB 122, LB 124, LB125, LB 127, LB 139, LB 141, LB 145, LB 146, LB 160, LB 190, LB192, LB 192A, LB 194, LB 195, LB 196, LB 200, LB 212, LB 217, LB 222, LB 252, LB 258, LB 259, LB 264, LB 268, LB 269, LB 307, LB 318, LB 319, LB 320, LB 339, LB 340, LB 348, LB 354, LB 354A, LB 355, LB 359, LB 372, LB 384, LB 399, LB 409, LB 428, LB 430, LB443, LB 445, LB 463, LB514, LB 556A, LB 590, LB 603, LB 638, LB 660, LB 660A, LB 663, LB 669, and LB 698.

***Revised Statutes of Nebraska Annotated > Chapter 79 Schools (Arts. 1 — 26) > Article 7 Accreditation, Curriculum, and Instruction (§§ 79-701 — 79-777) > (c) Curriculum and Instruction Requirements (§§ 79-705 — 79-728)***

### Notice

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 This section has more than one version with varying effective dates.

### **§ 79-724. American citizenship; committee on Americanism; created; duties; required instruction; patriotic exercises; duties of officers. [Effective September 7, 2019]**

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It is the responsibility of society to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens to ensure a strong, stable, just, and prosperous America. Such a citizenry necessitates that every member thereof be knowledgeable of our nation's history, government, geography, and economic system. The youth in our state should be committed to the ideals and values of our country's democracy and the constitutional republic established by the people. Schools should help prepare our youth to make informed and reasoned decisions for the public good. Civic competence is necessary to sustain and improve our democratic way of life and must be taught in all public, private, denominational, and parochial schools. A central role of schools is to impart civic knowledge and skills that help our youth to see the relevance of a civic dimension for their lives. Students should be made fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles of those through whose efforts these benefits were gained. Since young people are most susceptible to the acceptance of principles and doctrines that will influence them throughout their lives, it is one of the first duties of our educational system to conduct its activities, choose its textbooks, and arrange its curriculum in such a way that the youth of our state have the opportunity to become competent, responsible, patriotic, and civil American citizens.

(1) The school board of each school district shall, at the beginning of each calendar year, appoint from its members a committee of three, to be known as the committee on American civics, which shall:

(a) Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

(b) Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

- (c)** Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- (d)** Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- (e)** Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- (f)** Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- (g)** Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

  - (i)** Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - (ii)** Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - (iii)** Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in subdivision (6) of this section or on a topic related to such person or persons or event; and
- (h)** Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.
- (2)** All social studies courses approved for grade levels as provided by this section shall include and adequately stress contributions of all ethnic groups to (a) the development and growth of America into a great nation, (b) art, music, education, medicine, literature, science, politics, and government, and (c) the military in all of this nation's wars.
- (3)** All grades of all public, private, denominational, and parochial schools, below the sixth grade, shall devote at least one hour per week to exercises or teaching periods for the following purpose:

  - (a)** The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;
  - (b)** The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
  - (c)** The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and
  - (d)** Instruction as to proper conduct in the presentation of the American flag.
- (4)** In at least two of the three grades from the fifth grade to the eighth grade in all public, private, denominational, and parochial schools, time shall be set aside for the teaching of American history from the social studies curriculum, which shall be taught in such a manner that all students are given the opportunity to (a) become competent, responsible, patriotic, and civil citizens who possess a deep

understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska and (b) prepare to preserve, protect, and defend freedom and democracy in our nation and our world.

**(5)** In at least two courses in every high school, time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted pursuant to section 79-760.01, during which specific attention shall be given to the following matters:

**(a)** The Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and function of local government in this state;

**(b)** The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;

**(c)** The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world and the value and practice of civil discourse between opposing interests; and

**(d)** The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.

**(6)** Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent in every public, private, denominational, and parochial school on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

**(7)** Every school board, the State Board of Education, and the superintendent of each school district in the state shall be held directly responsible in the order named for carrying out this section. Neglect thereof by any employee may be considered a cause for dismissal.

## History

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Laws 1949, c. 256, § 19, p. 697; Laws 1969, c. 705, § 1, p. 2705; Laws 1971, LB 292, § 3; R.S.1943, (1994), § 79-213; Laws 1996, LB 900, § 398; Laws 1999, LB 272, § 86; Laws 2011, LB 544, § 1; Laws 2019, LB 399, § 1.

Revised Statutes of Nebraska Annotated  
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End of Document

**Superintendent Report  
BOE 6-10-19**

**Important Dates:**

- 7/8/19 – BOE – HPC Elementary

**Mandela Washington Fellowship**

- The Mandela Washington Fellowship for Young African Leaders is the flagship program of the [Young African Leaders Initiative \(YALI\)](#) that empowers young people through academic coursework, leadership training, and networking.
- In 2019, the Fellowship will provide up to 700 outstanding young leaders from Sub-Saharan Africa with the opportunity to hone their skills at a U.S. higher education institution with support for professional development after they return home. Institutes focus on leadership and skills development in one of three tracks: **Business, Civic Engagement, or Public Management.**
- **PROGRAM LENGTH**
  - 6-week program at an Institute at a U.S. college or university then an opportunity for up to 70 Mandela Washington Fellows to participate in a 4-week Professional Development Experience with a U.S. business, civil society organization, or public agency.
- **On June 28<sup>th</sup> at 9:30am, HPC will be hosting a group, through UNL, from the Mandela Washington Fellowship. The groups will first receive a presentation from HPC's FFA students. Following the presentation there will be a question and answer period. The group will then visit the HPC precision agriculture plot behind Rod Hanquist's house.**

**HPC Mentoring Program**

- **On May 31<sup>st</sup> teachers entering the 19-20 mentoring program toured all 3 communities and make stops at businesses and coffees**
- **At Noon, Admin, mentors & mentees ate dinner at KC's Bar & Grill in Polk**
- **Thank you all BOE members who attended breakfast**

**Facilities Update**

- **Epoxy Floors**
  - **Bids for approval are on tonight's agenda**
- **Windows/Doors**
  - **Work will begin mid-July**
- **Concrete**

**Policy Committee**

- **I make a recommendation the policy committee meet to review the 2019-2020 policy changes prior to BOE review and changes in July.**

**Future BOE meetings**

- **June 10 - Clarks 7:00**

## 4.2. Principal Hudson

**SCHOOL BOARD REPORT**  
**JUNE 2019**  
**MR. HUDSON**

**Educational Update:**

**Media Center Progress**

New book shelving has been installed and circulation desk is in production. We will have a new “open” media center concept for 7<sup>th</sup>-12<sup>th</sup> grade students.

**Requisitions**

Teachers / Staff have completed the requisition process for the 2019-2020 school year. New curriculum being looked at for next year is:

7<sup>th</sup>/8<sup>th</sup> Geography Books  
Replacement of defective 9<sup>th</sup> Grade Physical Science books

**Middle School / High School Open House**

Middle School/High School Open House will be held on August 12<sup>th</sup> at 5:30 p.m. This will be our first opportunity to showcase the new 7-12 setup, check out student laptops, meet teachers, and senior parent/student meeting.

**Academic Honors / Blitz Days**

New additions to the 7-12 school year for 2019-2020 will be quarterly academic honors rallies and ICU Homework Blitz Days. Academic Honor celebrations provide us a great opportunity to support and celebrate successes and Blitz Days are designed to reward students for completion of work while also allowing time complete homework during the Blitz period.

**Success Academy**

Abby Kuhn will be working within the HPC Success Academy periods. These periods are designed to help students who struggle academically, need credit recovery, and organizationally with being a 100 percent successful HPC student. Success Academy periods will be held 1<sup>st</sup>, 2<sup>nd</sup>, and 8<sup>th</sup> periods.

**FCCLA**

Maria Hines will be the FCCLA sponsor for the 2019-2020 school year. She and I met and set the wheels in motion on her sponsorship of FCCLA for HPC students.





4.3. Principal Beran

4.4. A.D. Wood

4.4.1. Projected football numbers



Current Players: 18-19

11th	10th	9th	8th	7th
Jarrett Parsons	Jakob Hogan	Trevor Carlstrom	Logan Bagwell	Shane Cook
Dylan Soule	Tanner Wood	Javier Marino	T.J. Hiett	Gavin Morris
Keaton VanHousen		Tyler McNaught	Austin VanHousen	Noah Sandell
		Caleb Swedenburg	Mario Lesiak	Wyatt Urkoski
		Gehrig Urkoski	Joaquin Ramirez	
		Lane Urkoski		

3	2	6	5	4
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6th	5th	4th	3rd
Elijah Bagwell	Mario Cruz	Aaron Brown	Hunter Zeller
Payton Beam	Chase Owens	Kyler Hans	
Gage Friesen	Colby Rathjen	Neddy Lesiak	
Maddix Fuhrman	Levi Russell	Jacob Lesiak	
Aydan Hans	Brody Spurling	Carson Swedenburg	
Haden Helgoth	Carter Urkoski	Hunter Zeller	
Raul Marino		Leland Pike	
Camden Morris			
Kaden Rieken			
Hudson Urkoski			
<b>10</b>	<b>6</b>	<b>7</b>	<b>1</b>

2018 - 2019	Actual #'s	2019 - 2020	2020-2021	2021-2022
12th	5	3	2	6
11th	3	2	6	5
10th	2	6	5	4
9th	6	5	4	10
8th	5	<b>16 Total</b>	<b>17 Total</b>	<b>25 Total</b>
7th	4	<b>12th</b>	<b>12th</b>	<b>12th</b>
6th	10	Jarrett Parsons	Jakob Hogan	Trevor Carlstrom
5th	6	Dylan Soule	Tanner Wood	Javier Marino
4th	7	Keaton VanHousen	<b>11th</b>	Tyler McNaught
3rd	1	<b>11th</b>	Trevor Carlstrom	Caleb Swedenburg
		Jakob Hogan	Javier Marino	Gehrig Urkoski
		Tanner Wood	Tyler McNaught	Lane Urkoski
		<b>10th</b>	Caleb Swedenburg	<b>11th</b>
		Trevor Carlstrom	Gehrig Urkoski	Logan Bagwell
		Javier Marino	Lane Urkoski	T.J. Hiatt
		Tyler McNaught	<b>10th</b>	Austin VanHousen
		Caleb Swedenburg	Logan Bagwell	Mario Lesiak
		Gehrig Urkoski	T.J. Hiatt	Joaquin Ramirez
		Lane Urkoski	Austin VanHousen	<b>10th</b>
		<b>9th</b>	Mario Lesiak	Shane Cook
		Logan Bagwell	Joaquin Ramirez	Gavin Morris
		T.J. Hiatt	<b>9th</b>	Noah Sandell
		Austin VanHousen	Shane Cook	Wyatt Urkoski
		Mario Lesiak	Gavin Morris	<b>9th</b>
		Joaquin Ramirez	Noah Sandell	Elijah Bagwell
			Wyatt Urkoski	Payton Beam
				Gage Friesen
				Maddix Fuhrman
				Aydan Hans
				Haden Helgoth
				Raul Marino
				Camden Morris
				Kaden Rieken
				Hudson Urkoski

2022-2023	2023-2024
5	4
4	10
10	6
6	7
<b>25 Total</b>	<b>27 Total</b>

**12th**

Logan Bagwell  
T.J. Hiatt  
Austin VanHousen  
Mario Lesiak  
Joaquin Ramirez

**11th**

Shane Cook  
Gavin Morris  
Noah Sandell  
Wyatt Urkoski

**10th**

Elijah Bagwell  
Payton Beam  
Gage Friesen  
Maddix Fuhrman  
Aydan Hans  
Haden Helgoth  
Raul Marino  
Camden Morris  
Kaden Rieken  
Hudson Urkoski

**9th**

Mario Cruz  
Chase Owens  
Colby Rathjen  
Levi Russell  
Brody Spurling  
Carter Urkoski

**12th**

Shane Cook  
Gavin Morris  
Noah Sandell  
Wyatt Urkoski

**11th**

Elijah Bagwell  
Payton Beam  
Gage Friesen  
Maddix Fuhrman  
Aydan Hans

Haden Helgoth

Raul Marino  
Camden Morris  
Kaden Rieken  
Hudson Urkoski

**10th**

Mario Cruz  
Chase Owens  
Colby Rathjen  
Levi Russell  
Brody Spurling  
Carter Urkoski

**9th**

Aaron Brown  
Kyler Hans  
Neddy Lesiak  
Jacob Lesiak  
Carson Swedenburg  
Hunter Zeller  
Leland Pike

<b>2018 - 2019</b>	<b>Actual #'s</b>	<b>2019 - 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
12th	6	6	10	9	12
11th	6	10	9	12	10
10th	10	9	12	10	15
9th	9	12	10	15	10
8th	12	<b>37</b>	<b>41</b>	<b>46</b>	<b>47</b>
7th	10				
6th	15				
5th	10				
4th	14				
3rd	6				

**2023-2024**

10

15

10

14

**49**

2018 - 2019	Actual #'s	2019 - 2020	2020-2021	2021-2022	2022-2023
12th	1	3	8	3	7
11th	3	8	3	7	6
10th	8	3	7	6	5
9th	3	7	6	5	4
8th	7	<b>21</b>	<b>24</b>	<b>21</b>	<b>22</b>
7th	6	<b>12th</b>	<b>12th</b>	<b>12th</b>	<b>12th</b>
6th	5	Carter Boden	Kane Benson	Carter Girard	Colton Kirby
5th	4	Tanner Kropatsch	Corby Cannon	Wyatt Urban	Kolton Neujahr
4th	7	Calvin Novak	Thad Rathjen	Xavier Blackburn	Ian Novak
3rd	5	<b>11th</b>	Bryce Reed	<b>11th</b>	Caleb Peterson
		Kane Benson	Kyle Sterup	Colton Kirby	Alexx Winkelman
		Corby Cannon	Tim Tannehill	Kolton Neujahr	Isaiah Zelasney
		Thad Rathjen	Carson Watts	Ian Novak	Tage Hutchison
		Bryce Reed	Kobe Brouillette	Caleb Peterson	<b>11th</b>
		Kyle Sterup	<b>11th</b>	Alexx Winkelman	Kaden Carlson
		Tim Tannehill	Carter Girard	Isaiah Zelasney	Matt DeMers
		Carson Watts	Wyatt Urban	Tage Hutchison	Kale Gustafson
		Kobe Brouillette	Xavier Blackburn	<b>10th</b>	Joe Meysenburg
		<b>10th</b>	<b>10th</b>	Kaden Carlson	Hudson Prosocki
		Carter Girard	Colton Kirby	Matt DeMers	Creighton Sterup
		Wyatt Urban	Kolton Neujahr	Kale Gustafson	<b>10th</b>
		Xavier Blackburn	Ian Novak	Joe Meysenburg	Garrett Drozd
		<b>9th</b>	Caleb Peterson	Hudson Prosocki	Braxton Mestl
		Colton Kirby	Alexx Winkelman	Creighton Sterup	Kelby Neujahr
		Kolton Neujahr	Isaiah Zelasney	<b>9th</b>	Connor Snell
		Ian Novak	Tage Hutchison	Garrett Drozd	Cash Valish
		Caleb Peterson	<b>9th</b>	Braxton Mestl	<b>9th</b>
		Alexx Winkelman	Kaden Carlson	Kelby Neujahr	Brendon Gabel
		Isaiah Zelasney	Matt DeMers	Connor Snell	Bryalon Peterson
		Tage Hutchison	Kale Gustafson	Cash Valish	Braydon Santos
			Joe Meysenburg		Tanner Yungdahl
			Hudson Prosocki		
			Creighton Sterup		

<b>2023-2024</b>
6
5
4
7
<b>22</b>

**12th**

Kaden Carlson  
Matt DeMers  
Kale Gustafson  
Joe Meysenburg  
Hudson Prososki  
Creighton Sterup

**11th**

Garrett Drozd  
Braxton Mestl  
Kelby Neujahr  
Connor Snell  
Cash Valish

**10th**

Brendon Gabel  
Bryalon Peterson  
Braydon Santos  
Tanner Yungdahl

**9th**

Alex Merry  
Ashton Merry  
Dylan Merry  
Kolten Udey  
Jack Wallace  
Jason Winslow  
Cooper Yungdahl

Current Players: 18-19

11th	10th	9th	8th	7th
Carter Boden	Kane Benson	Carter Girard	Colton Kirby	Kaden Carlson
Tanner Kropatsch	Corby Cannon	Wyatt Urban	Kolton Neujahr	Matt DeMers
Calvin Novak	Thad Rathjen	Xavier Blackburn	Ian Novak	Kale Gustafson
	Bryce Reed		Caleb Peterson	Joe Meysenburg
	Kyle Sterup		Alexx Winkelman	Hudson Prosocki
	Tim Tannehill		Isaiah Zelasney	Creighton Sterup
	Carson Watts		Tage Hutchison	
	Kobe Brouillette			

3	8	3	7	6
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6th	5th	4th	3rd
Garrett Drozd	Brendon Gabel	Alex Merry	Colton Barr
Braxton Mestl	Bryalon Peterson	Ashton Merry	Billy Carnes
Kelby Neujahr	Braydon Santos	Dylan Merry	Karsten Dotson-Monroe
Connor Snell	Tanner Yungdahl	Kolten Udey	Landon Drozd
Cash Valish		Jack Wallace	Landon Winslow
		Jason Winslow	
		Cooper Yungdahl	

5	4	7	5
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5. Approve Kim Beran as a signer for the Hot Lunch account  
approve Kim Beran as a signer on the hot lunch fund account. Passed with a motion by Karen Stevens and a second by Terry Carlstrom.  
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

6. Consider Approval of Dianne L'Heureux's ERIP application  
approve Dianne's ERIP Passed with a motion by Paul Van Housen and a second by Nathan Spurling.  
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea  
approve lunch prices as presented Passed with a motion by Nathan Spurling and a second by Karen Stevens.  
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

7. 19-20 Lunch Prices

# High Plains



## Lunch Prices 2019-20

		Increase from 18-19
Breakfast	\$1.85	
K-5 Lunch	\$2.90	+.05
6-12 Lunch	\$3.00	+.05
Seconds	\$1.00	
Adult Breakfast	\$2.25	
Adult Lunch	\$3.65	
Milk/Juice	\$.35	
Reduced lunch	\$.40	
Reduced Breakfast	\$.30	

\*Because HPC participates in the federal and state food program, these increases are required based on a calculated formula Carlene has to enter in a spreadsheet.

\*\*NDE will publish a letter which provides the minimum price for adult breakfast and lunch at a later time.



8. 19-20 Student Handbook

approve std handbook with grammatical changes. Passed with a motion by Paul Van Housen and a second by Nathan Spurling.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

# High Plains Community Schools

## STUDENT HANDBOOK



### 2019-20 Edition

Hordville, Polk, Clarks

Superintendent's Office  
Phone: (402) 765-2271  
Fax: (402) 765-7120

Middle School/High School  
7-12  
Phone: (402) 765-3331  
Fax: (402) 765-7104

Elementary  
PK-6  
Phone: (308) 548-2216  
Fax: (308) 548-2120

## **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 which you must read, sign and return no later than the first Friday of the first full week of school.**

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 classroom teachers, speak with the building principal, or contact my office.

Sincerely,  
Brian Tonniges  
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 Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent **Brian Tonniges** in writing at 260 S. Pine, Polk, NE 68654 or by telephone at (402) 765-2271. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the "Discrimination and Harassment" section below.

## **MISSION STATEMENT**

The mission of the High Plains Community Schools is to provide an educational environment, which develops citizens who are lifelong learners and can contribute to a global society.



## **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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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

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

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request 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 which demonstrates that the student meets the district's legal criteria allowing for disenrollment and submit it 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.

## **Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits

### **Excessive Absenteeism**

When a student receives **4** unexcused absences or the hourly equivalent in any semester, the Attendance Officer **will place a phone call or a letter will be mailed to the parent/guardian as a reminder of the absence status. A conference with the attendance appeals committee may be requested. A second notification to the parent/guardian will be made after the sixth (6) absence. In High School, notice of a loss of credits and appeals procedure will be sent on the eighth (8) unexcused absence.**

When a student is absent more than **20** days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer **may** file a report with the county attorney of the county in which the student resides. For example, if the student accumulates **23** days of excused absences due to documented illness and is tardy one time, the Attendance Officer **may** file a report with the appropriate county attorney.

### **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, must 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; and
- 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; and
- 2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds **four** days.

**Pregnant and Parenting Students**

Student who are pregnant or parenting are encouraged to continue participating in the districts educational and extracurricular programs. Students who anticipate deviations for 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. The building principal will work with the students to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

**Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. **Students in grades 6 may participate in the Upper elementary band; grades 7-12 may participate in the high school band.** Students will provide instruments 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 bookkeeper's office. Any check for these payments should be made out to **High Plains Community Schools** unless otherwise instructed.

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, **including school laptop.**

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. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. High School students who live in Polk may go home for lunch. Parents must provide written authorizations to the High School Principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

### **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

### **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the 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. Students may not **use** cell phones or other electronic devices while they are in locker rooms, or restrooms. During school hours students must keep their cell phones or other electronic devices **secured and on silence**.

**\*\*Middle School students must secure their cell phones or electronic devices in their locker or turn them into the office during school hours. Cell phones and electronic devices will be placed on silence.\*\***

Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school 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 will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

### **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; or (5) sexually abused.

### **Class Dismissal**

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 which students must obey.

### **Closed Campus**

Students may not leave the building without permission from the administration. **Students at the Middle/High School Campus who live in Polk** may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

### **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.

### **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, please call **402-765-2271**.

### **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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below:

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 believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - 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 School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint 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) business 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 shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

- e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 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 be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - 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.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

### **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 electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
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.
15. **VPN's or Proxy sites are forbidden. Students are expected to use school network & wireless access during school hours**

## **I. 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

- 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.

## II. **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.

### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

### **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**

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.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: **School Guidance Counselor** at **402-765-3331** (phone number) [jkucera@hpcstorm.org](mailto:jkucera@hpcstorm.org) (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 should contact the following Title IX Coordinator: **High School Principal** at **402-765-3331** (phone number), [chudson@hpcstorm.org](mailto:chudson@hpcstorm.org) (e-mail 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 **Building Principals** at **402-765-3331** or **308-548-2216** (phone number), [chudson@hpcstorm.org](mailto:chudson@hpcstorm.org), [kberan@hpcstorm.org](mailto:kberan@hpcstorm.org) (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress Code**

Students must come to school dressed in clean, neat and appropriate clothing to conform to educational standards.

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 and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
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. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Clothing with tears or holes that expose flesh or 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.

## **Tattoos**

**Students shall not be allowed to display tattoos which are indecent, suggestive or include profane writing, pictures or slogans**

### **Body Piercing**

Students shall not be permitted to wear visible body piercing jewelry, including tongue adornment, **which inhibits their learning and safety** while at school or during a school function on or off of school premises. This prohibition applies to all visible parts of the body other than the ears. A student who wears such jewelry at school or at a school-sponsored function shall be required to remove it. A student who fails to comply with the directive or a violation of the policy on a repeated basis, shall be subject to disciplinary action as determined appropriate by the school administrator. This policy does not prohibit the adornment of the ears with jewelry connected to the ear by piercing or clasping.

### **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.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. 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 7:45 a.m. until 8:15 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.85 and adults \$2.25 for breakfast.

#### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.90. Lunch for 7-12 lunch is \$3.00 for students and \$3.70 for adults.

#### **Milk/Juice break**

The school will offer a milk program to students in grades K-6. All milk/juice served to a student (except the initial carton served with lunch) will cost \$.35 per half pint. The price for milk/juice may change during the school year. Teachers will record the number of cartons of milk/juice each child consumes and give the information to the office at the end of each day where it will be added to the family account.

### **Payment for Meals**

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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 or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **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 **High School Guidance Counselor**, who may be contacted at **402-765-2271**.

## **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, pertusis, 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 accepted 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.

### **Lost and Found**

All lost and found articles are to be taken to **building 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 must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

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

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

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. 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 the deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

The school will not set up scholarships in the deceased person's name. Scholarships set up by outside organizations or individuals will be allowed.

### **Opting Out of Assessments**

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

### **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. 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, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The 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, and 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.

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.

### **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.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **The school is not responsible for ruined or lost personal equipment. 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 encouraged to wear tennis shoes for P.E. **Middle School and High School student are required to change to appropriate physical education clothes 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 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.

School staff supervises the playground when it is in use by the school during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **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. 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.

### **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.

### **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 K-6 school day begins at 8:20am and end at 3:37 p.m. The 7-12 school day typically begins at 8:10 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. On regular scheduled school days, school staff will provide supervision for students on school grounds beginning at 7:30 a.m. before the school day begins and 4:00 p.m. after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

### **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 subject to school policy. Parents desiring to develop such a plan should contact **School Nurse**.

## **Smoking and Tobacco**

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

## **Sniffer (Drug) Dogs**

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

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

## **Standardized Assessments**

The MAP (Measure of Academic Progress) is administered annually in grades 2-11 to determine the students' achievement probability for individual success. Assessments are administered in the fall and spring, and the results are sent home.

## **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** 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 curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
- 5. 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:

- Student activity card **\$25** (covers admission to all extracurricular events)
- Future Business Leaders of America **\$30**
- Football - Students must provide their own football shoes and undergarments.
- Golf - Students must provide their own golf shoes, undergarments, and clubs.
- Softball and baseball. Students must provide their own shoes, gloves, and undergarments.
- Track, volleyball, wrestling and basketball - Students must provide their own shoes and undergarments.
- Future Farmers of America **\$30**. Students must purchase their own jackets in addition to paying dues.
- Rifle and trap teams. Students must provide their own weapons and ammunition.
- **FCCLA \$30**

**6. 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.

**7. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be **\$.50** per mile.

**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 will charge a fee of **\$.10** cents per page for reproduction of student records.

**9. Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

**10. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be **\$50**.

**11. 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	\$1.85
K-6 Lunch	\$2.90
7-12 Lunch	\$3.00
Seconds	\$1.00
Adult Breakfast	\$2.25
Adult Lunch	\$3.75
Milk/Juice	\$.35
Reduced lunch	\$.40
Reduced Breakfast	\$.30

**12. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

**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 submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### **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 the school nurse or other 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 make arrangements 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, 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 that they do not want this information disclosed without prior written parental consent.

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 **the first Friday of the first full week of school.**

### **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.

### **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 three 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 before they are presented to the teacher of the class that is to be added or dropped.

After the first **2 days** 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 impractical 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**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After **two** tardies to school contact will be made with parents concerning the situation.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cell phones during school hours or on school property except as otherwise provided in this handbook and school policy.

### **Threat Assessment and Response**

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

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

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such 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.

#### 2. Threat Assessment Team

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

#### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any

decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

#### 4. Communication with the Public about Reported Threats

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

### **Transportation 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. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

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

#### **Bus 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 **must be in writing**. 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.

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student **calls or** presents written permission to the bus driver ahead of time. The **calls or** written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

**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 take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

**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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in

restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **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 **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus  
KAWL-AM Radio, York  
KOLN-KGIN TV, Lincoln, Grand Island  
KHAS-TV, Hastings  
KLKN-TV, Lincoln

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.

### **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

#### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves a 3.9 grade average or higher (93%-100%) in any three of the four quarters of the year.

#### **Certificate of Attendance**

**A certificate of attendance will be awarded to a student who does not meet the graduation requirements set aside by High Plains Community Schools.**

#### **Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

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. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

#### **Correspondence 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.

## **Grades**

Students will receive letter grades for their academic core classes.

The middle grading system is as follows:

A- Superior	100% - 94%
B- Above Average	93% - 86%
C- Average	85% - 78%
D- Unsatisfactory/Below Average	77% - 70%
F- Failing (no credit)	69% - 0%
I - Incomplete	

The high school grading system is as follows:

A+	98-100
A	95-97
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	83-85
C	80-82
C-	77-79
D+	75-76
D	72-74
D-	70-71
F	0-69

Grades for classes taught by High Plains Community instructors will be weighted.

### Conversion to 4.0 Grading Scale

<b>GRADE</b>	<b>GPA POINTS</b>	<b>GRADE</b>	<b>GPA POINTS</b>
100-94	4.0	93	3.9
92	3.8	91	3.7
90	3.6	89	3.4
88	3.3	87	3.2
86	3.1	85	3.0
84	2.9	83	2.8
82	2.7	81	2.6
80	2.4	79	2.3
78	2.2	77	2.1
76	2.0	75	1.8
74	1.6	73	1.4
72	1.2	71	1.1
70	1.0	0-69	0.0

Advanced Placement Courses include any courses taken for college credit.

### Conversions to 4.5 Grading Scale

<b>GRADE</b>	<b>GPA POINTS</b>	<b>GRADE</b>	<b>GPA POINTS</b>
100-94	4.5	93	4.4
92	4.3	91	4.2
90	4.1	89	3.9
88	3.8	87	3.7
86	3.6	85	3.5
84	3.4	83	3.3
82	3.2	81	3.1
80	2.9	79	2.8
78	2.7	77	2.6
76	2.5	75	2.3
74	2.1	73	1.9
72	1.7	71	1.6
70	1.5	0-69	0.0

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 which 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**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

### **Graduation Requirements**

Students must earn **240** 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 High Plains Community Schools Diploma are:

<b>COURSE REQUIREMENTS</b>	<b>CREDIT HOURS</b>
Math	40 credits
Social Studies	30 credits
English	40 credits
PE	20 credits
Fine Arts	20 credits
Practical Arts	20 credits
Science	30 credits
Electives	25 credits
Senior Seminar	10 credits
Speech	5 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.

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**

An honor roll recognizing scholastic excellence will be published at the conclusion of each nine weeks and semester. For a student to be placed on the honor roll, the student must maintain a 3.5 GPA or above. Students maintaining a 4.0 GPA will be placed on the "High Honors" list. No student will be placed on the High Honors list if they receive a "C" or less in any graded class.

### **Mid-Term Graduation**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant 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.

## **Report Cards**

Report cards are sent home the week following the end of the nine-week reporting period. Progress reports are also sent to parents of students who are having difficulty in an academic subject.

## **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 extra curricular 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 which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed 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.

### **After School Sessions 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.

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

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. In-School suspensions will be served during regular school hours. 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.

## **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

## **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 either provide 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;
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 which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - 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; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such 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.

# Combined District and School Title I Parent and Family Engagement Policy

High Plains Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

## **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
  - 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.
  - Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## SECTION FOUR

### STAFF DIRECTORY

#### Members of the Board of Education:

Kent Helgoth	President
Paul VanHousen	Vice-President
Terry Carlstrom	Secretary
Karen Stevens	Treasurer
Nate Spurling	Member
Shane Van Pelt	Member

#### Administrative Staff:

Brian Tonniges	Superintendent
Cameron Hudson	Middle/High School Principal
Kim Beran	PK-6 <sup>th</sup> Principal

#### Teaching Staff:

##### Elementary

Jenna Mattox	Early Childhood
Jan Blasé	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Laura Hedrick	3rd Grade
Brittany Klingsporn	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Aaron Rohde	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Breanne Helgoth	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Karol Bankson	Speech Pathologist
Jessica Hatfield	Media Specialist
Amy Fernau	Special Education
Keith Killion	K-6 Art
Steve Meyer	K-6 P.E. / Health
Ellie Sizer	Title I
Quentin Zeller	Music
John Kucera	Guidance Counselor
Fred Holmes	Tech

##### MS/HS

Karol Bankson	Speech Pathologist
Stephanie Carlson	ELA/Speech/Journalism
Jessica Hatfield	Business/Media Specialist
Cindy Wurtz	ELA/Math
Keith Killion	Social Studies
John Kucera	Guidance Counselor

Rachel Hermansen  
Jessica Hatfield  
Tom Hofmann  
Martin Phillips  
Karey Killion  
Fran Lott  
Jonathan Bos  
Abby Kuhn  
James Pekarek  
Patrick Siemek  
Kimmie Alspaugh  
Sue Wilgocki  
Greg Wood  
Anna Combs  
Quentin Zeller

Science  
Business/Media  
Vocational Ag  
Special Education  
Math  
Art  
PE/Weights  
FCS/Success Program  
Science  
Industrial Tech  
Social Studies  
English  
Math  
Spanish  
Instrumental/Vocal Music

**Tech Support**

Fred Holmes

**Office Staff:**

Tonya Bannister  
Jodie Vrbka  
Carlene VanHousen

District Bookkeeper  
MS/HS/Athletic Director  
PK-6/Food Service

**Support Staff:**

Becky Carlstrom  
Tanner Kuhn  
Sierra Dittmer  
Megan Buller  
Donna Parsons  
Sheila Beck  
Dorinda Brown  
Margo Schrunk  
Barbee Sweet

SPED  
SPED  
SPED  
SPED  
SPED  
SPED  
Media  
Early Childhood  
Regular Ed

**Kitchen Staff**

Patty Gleason  
Petra Gravlin  
Jolene Lindgren

**Custodians**

Jef Wurtz  
Rosie Grause  
Mike Howell  
Elisha Thomas

## **Transportation**

Lynda Hartley

Mike Howell

Kathy Miller

Jeff Wurtz

Greg Wood

Don Gilz

Kelly Urkoski

# SCHOOL CALENDAR



## High Plains Community Schools 2019-20



August, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8, 9, 12 Teacher Workdays
- 8 Parent/MS Open House
- 13 School Begins - 1:30 Dismissal
- 16 Back-to-School Celebration
- 21 Potlache day - Polk
- 22 Potlache day - Clark

September, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day (No School)
- 11 1:30pm dis. - PT Conf. 3-6:00pm
- 25 1:30 pm dis. (Staff Development)

October, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 11 End of Quarter 1
- 23 1:30 pm dis. (Staff Development)
- 25 No School - Teacher Comp day for PT Conf.

November, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 6 1:30 pm dis. (Staff Development)
- 11 HPC Veteran's Day Ceremony
- 27-29 No School - Thanksgiving Vacation

December, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 1:30 pm dis. (Staff Development)
- 18-20 1:30 pm dis. Semester testing
- 20-3 Christmas Break begins

January, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 No School - Teacher Flex day
- 6 School Resumes - 2nd Sem. begins
- 20 No School - MLK P.D.

February, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 5 1:30 pm dis. (Staff Development)
- 6 1:30pm dis. - PT Conf. 3-6:00pm

March, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 8 End of 3rd Quarter
- 12, 13 Spring Break
- 25 1:30 dis. (Staff Development)

April, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 10, 13 Easter Break
- 22 1:30 pm dis. (Staff Development)

May, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 9 Graduation
- 12, 14 1:30 pm dis. Semester testing
- 13 1:30 Dismissal
- 15 Last day - End of Semester - Noon Dismissal

School Hours		
HS	Mo - Fr	8:10am - 3:40pm
MS	Mo - Fr	8:10am - 3:40pm
ELEM	Mo - Fr	8:10am - 3:40pm

1st Sem. - 39	2nd Sem. - 39
1st Qtr - 43	3rd Qtr - 44
2nd Qtr - 46	4th Qtr - 46
179 - Student Days	
186 - Teacher Contract Days	

First, Last or Resume Day
Vacation Day
Teacher Workdays/In-Service
Parent/Teacher Conferences
Teacher Flex Day
1:30 pm dis. (Staff Development)
1:30 pm dis. Semester testing

**EVERY STUDENT.  
EVERY DAY.  
EVERY WAY.  
ROLL STORM!!!**

## **SECTION FIVE**

### **FORMS**

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN** the first Friday after the first full week of school.

# RECEIPT OF STUDENT HANDBOOK

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..."

**Parents (or guardians) and students are required to sign & return the receipt form below on or before the first Friday of the first full week of school.**

## PARENT/STUDENT AGREEMENT

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

_____ Student's Signature	_____ Date	_____ Parent/Guardian's Signature	_____ Date
_____ Student's Signature	_____ Date	_____ Student's Signature	_____ Date
_____ Student's Signature	_____ Date	_____ Student's Signature	_____ Date
_____ Parent's Email Address (Optional)		_____ Parent's Email Address (Optional)	

**\*\*\*If you are unable to access digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

**EMERGENCY INFORMATION:**

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

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

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

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

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

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

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

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

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

**ADMINISTRATION OF MEDICATION TO STUDENTS  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION  
MEDICATIONS BY SCHOOL PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication which I have prescribed during the school day.

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_

Special instructions for the administration and storage of the drug

\_\_\_\_\_

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

Name of Physician and Designee

\_\_\_\_\_

Print or Type

\_\_\_\_\_

Primary Phone Number

\_\_\_\_\_

Secondary Phone Number

\_\_\_\_\_

Signature of Physician

**RECORD OF THE ADMINISTRATION OF  
SELF-ADMINISTRATION OF MEDICATION**

Parent's Phone \_\_\_\_\_

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

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

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

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

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

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

Doctor's Signature

\_\_\_\_\_

## **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

9. 19-20 Staff Handbook

approve staff handbook with grammatical changes. Passed with a motion by Karen Stevens and a second by Shane Van Pelt.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

# High Plains Community Schools

## STAFF HANDBOOK



### 2019-20 Edition

Hordville, Polk, Clarks

Superintendent's Office  
Phone: (402) 765-2271  
Fax: (402) 765-7120

Middle/High School  
7-12  
Phone: (402) 765-3331  
Fax: (402) 765-7104

Elementary  
PK-6  
Phone: (308) 548-2216  
Fax: (308) 548-2120

## **INTRODUCTION**

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

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

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

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

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

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact: **Superintendent Brian Tonniges in writing at 260 S. Pine, Polk, NE 68654 or by telephone at (402) 765-2271.** For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

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

### **Accidents and Injuries**

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

### **Activity Accounts and Fundraising**

Activity accounts are handled through the high school principal's office. No student or sponsor may make any purchase without a signed purchase order from the Athletic Director and/or HS Principal or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent and his/her designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff, spouses and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

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

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

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

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

### **Board Policies**

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

### **Child Abuse**

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below:

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 believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - 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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. **If either the complainant or the accused party** is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or

Title IX/504 coordinator communicated his/her decision to the complainant.

- c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. **If either the complainant or the accused party** is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

- 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 be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- 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.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**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. Complaints filed (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 (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

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

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. Staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

## **Contact Information**

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

## **Copyright and Fair Use**

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

\*\*The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and 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>.

## **Corporal Punishment**

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

## **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response

Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

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

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

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: **John Kucera – HPC Guidance Counselor at 402-765-3331 (phone number), [jkucera@hpcstorm.org](mailto:jkucera@hpcstorm.org) (e-mail address)** or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: **Cameron Hudson – HS Principal at 402-765-3331 (phone number), [chudson@hpcstorm.org](mailto:chudson@hpcstorm.org) (e-mail address)** or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact: **Brian Tonniges – Superintendent, 402-765-2271 (phone number), [btonniges@hpcstorm.org](mailto:btonniges@hpcstorm.org) (e-mail address)** or in person at school. Employees 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.

### **Drug Testing of Drivers**

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

## **Dress Code**

The attire worn by staff members conveys an important image to students and the general public.

**Certified staff, paraeducators and office staff** should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on Friday, which is considered a "dress down" day.

**Custodial, maintenance and transportation staff** should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

## **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic

communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

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

### **Expenses**

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

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

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

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

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

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

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

## **Intellectual Property**

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

## **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

## **Keys**

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

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

## **Maintenance & Cleaning Request Forms**

Staff members should notify principal or superintendent of any maintenance issues as soon as they need or see a maintenance problem.

## **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for **\$3.70** per day. The lunch price includes one carton of milk. Extra cartons cost **\$.35** cents. Staff members must deposit funds in their lunch accounts

before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

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

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

### **Milk Expression**

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

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

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

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Newsletters**

The **newsletter sponsor** will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the

newsletter, which report recent classroom activities and which emphasize positive aspects of the district's mission.

### **Outside Employment**

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

### **Personal Vehicles**

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

### **Political Activities**

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

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

**Pregnant or Parenting Students** The school district encourages students who are pregnant or parenting are encouraged to continue to participate 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 have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and

All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

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

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

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

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

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

### **Professional Growth**

All employees must complete professional development and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned

duties.

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

Certified employees may refer to **policy 4032**.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Records and Reports**

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

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

### **Recordings of Students and Classrooms**

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

## **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

## **School Property**

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

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

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

## **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to **Board Policy 4060** for information on the use of school vehicles.

## **Security**

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

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

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

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

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

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

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board **Policy 4012** regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of **Board Policy 4051** to a particular situation must confer with their supervising administrator prior to posting on social media.

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

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

### **Staff Room**

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

### **Student Interviews**

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

## **Telephones**

School Telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

## **Threat Assessment and Response**

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

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

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such 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.

### 2. Threat Assessment Team

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

### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an

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

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

#### 4. Communication with the Public about Reported Threats

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

### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director/superintendent's office adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

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

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

## **Wage and Salary Payments**

Staff members are paid on the **15<sup>th</sup>** of each month. The district provides direct deposit of paychecks to designated financial institutions.

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

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

## **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus  
 KAWL-AM Radio, York  
 KOLN-KGIN TV, Lincoln, Grand Island  
 KHAS-TV, Hastings  
 KLKN-TV, Lincoln

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

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

#### **2. Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

#### **3. Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities, which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

#### **4. Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;

- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

## **Cheating**

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

## **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

## **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

## **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to **High Plains Community Schools**, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students who have not made proper payment. Items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use available areas to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Down Slips (Progress Reports)**

**Progress reports** are generated on Friday or whenever the week ends.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.

- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film strip clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning at the end of the third full week of each quarter, classroom teachers must have grade updated to determine the names of all students who are not academically eligible. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.

4. All school dances except high school prom.
5. Other activities deemed appropriate by the principal.

### **Extracurricular Activities**

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the HS principals office and/or activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

#### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at

once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the first to leave the room. He or she will safely escort students out of the classroom then return to turn out all lights, ensure room is clear of students and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)

The signal to return will be made by principal or designee. Students will return in an orderly manner.

## **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelter of each building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) All students and staff should proceed to the designated area
- b) Once in the designated area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

## **3. Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

## **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

## **Field Trip Request Forms**

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

## **Grading Policy**

**Progress** reports for MS/High School students must be generated into the office on or before the end of the last day of school for the week. **Prior to a progress report with a failing or near failing grade, communication with parents and student should have occurred.**

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

**Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card.**

## **Guest Lectures**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

## **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

## **Homework Policy**

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

## **Lesson Plans**

Each teacher will prepare and complete a proper lesson plan. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives & Nebraska State Standards.**

## **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests

or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.**

## **Infinite Campus**

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Classroom teachers will be required to have up-to-date grades.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with Infinite Campus should contact **Rachel Hermansen, Patrick Siemek, Kim Beran, Cameron Hudson, and/or Brian Tonniges.**

## **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

## **Pupils' Records**

1. Each classroom teacher may keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. Infinite Campus will serve as the districts official means of record keeping. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

- a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach prior to the start time of each school day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

## **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its 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. Certified staff will be held responsible for clothing and equipment that is not returned.

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

## **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

## **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

## **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

## **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

## **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a

staff member. **See also Student Search Handout**

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period. **HPC Negotiated agreement** - Teachers who must cover other classes when a substitute is not available will be compensated \$15.00 for each period equivalent to a high school class period. The covering of classes must result in losing the only plan period said teacher has during the teaching day. Teachers requesting sub pay must fill out a form in each buildings office and have it verified by the Administration, or his/her designee, to be eligible for said pay.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of

each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks may be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Classified employees will be granted up to 1 day off from work [with] pay in the event of the death of your spouse, child, parent, or sibling grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law; All requests for bereavement leave should be submitted to the Superintendent.

### **Holidays**

10 month employees will receive paid time off on the following 4 holidays: New Year's Day, Labor Day, Thanksgiving, and Christmas Day.

Building Secretaries will receive paid time off on the following 5 holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas Day.

12 month employees will received paid time off on the following 6 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

## **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

## **Personal Leave**

10 month classified employees will receive up to 1 day of paid personal leave, building secretaries and 12 month classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year.

## **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

## **Sick Leave**

Classified employees will receive 5 days of sick leave accumulated to 25 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

**Vacation**

12 month Eligible classified employees will receive paid vacation each school year according to their work agreements. Employees should consult with their immediate supervisor for vacation information.

12 month classified employees anniversary dates will be set as September 1<sup>st</sup>. One year after the date of hire, the employee will be awarded a prorated number of vacation days to be used up to September 1<sup>st</sup>. Employees will be awarded 10 vacations days to be used between September 1<sup>st</sup> and August 31 of each year. Additional vacation days are awarded referencing the chart below:

Year 2 - 10	10 Days
Year 11 - 15	15 Days
Year 16 – 20+	20 Days

## STAFF DIRECTORY

### Members of the Board of Education:

Kent Helgoth	President
Paul VanHousen	Vice-President
Terry Carlstrom	Secretary
Karen Stevens	Treasurer
Nate Spurling	Member
Shane Van Pelt	Member

### Administrative Staff:

Brian Tonniges	Superintendent
Cameron Hudson	Middle/High School Principal
Kim Beran	PK-6 <sup>th</sup> Principal

### Teaching Staff:

#### Elementary

Jenna Mattox	Early Childhood
Jan Blasé	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Laura Hedrick	3rd Grade
Brittany Klingsporn	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Aaron Rohde	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Breanne Helgoth	4 <sup>th</sup> – 6 <sup>th</sup> Grade
Karol Bankson	Speech Pathologist
Jessica Hatfield	Media Specialist
Amy Fernau	Special Education
Keith Killion	K-6 Art
Steve Meyer	K-6 P.E. / Health
Ellie Sizer	Title I
Quentin Zeller	Music
John Kucera	Guidance Counselor
Fred Holmes	Tech

#### MS/HS

Karol Bankson	Speech Pathologist
Stephanie Carlson	ELA/Speech/Journalism
Jessica Hatfield	Business/Media Specialist
Cindy Wurtz	ELA/Math
Keith Killion	Social Studies
John Kucera	Guidance Counselor
Rachel Hermansen	Science
Jessica Hatfield	Business/Media

Tom Hofmann  
Martin Phillips  
Karey Killion  
Fran Lott  
Jonathan Bos  
Abby Kuhn  
James Pekarek  
Patrick Siemek  
Kimmie Alspaugh  
Sue Wilgocki  
Greg Wood  
Anna Combs  
Quentin Zeller

Vocational Ag  
Special Education  
Math  
Art  
PE/Weights  
FCS/Success Program  
Science  
Industrial Tech  
Social Studies  
English  
Math  
Spanish  
Instrumental/Vocal Music

**Tech Support**

Fred Holmes

**Office Staff:**

Tonya Bannister  
Jodie Vrbka  
Carlene VanHousen

District Bookkeeper  
MS/HS/Athletic Director  
PK-6/Food Service

**Support Staff:**

Becky Carlstrom  
Tanner Kuhn  
Sierra Dittmer  
Megan Buller  
Donna Parsons  
Sheila Beck  
Dorinda Brown  
Margo Schrunk  
Barbee Sweet

SPED  
SPED  
SPED  
SPED  
SPED  
SPED  
Media  
Early Childhood  
Regular Ed

**Kitchen Staff**

Patty Gleason  
Petra Gravlin  
Jolene Lindgren

**Custodians**

Jef Wurtz  
Rosie Grause  
Mike Howell  
Elisha Thomas

## **Transportation**

Lynda Hartley

Mike Howell

Kathy Miller

Jeff Wurtz

Greg Wood

Don Gilz

Kelly Urkoski



# High Plains Community Schools 2019-20



August, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8, 9, 12 Teacher Workdays
- 9 DistrictMS Open House
- 13 School Begins - 1:30 District
- 16 Back-to-School Celebration
- 21 Picture day - Polk
- 22 Picture day - Clark

September, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day (No School)
- 11 1:30pm dis. - PT Conf. 3-6:00pm
- 25 1:30 pm dis. (Staff Development)

October, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 11 End of Quarter 1
- 23 1:30 pm dis. (Staff Development)
- 25 No School - Teacher Comp day for PT Conf.

November, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 6 1:30 pm dis. (Staff Development)
- 11 HPC Veterans Day Ceremony
- 27-29 No School - Thanksgiving Vacation

December, 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 1:30 pm dis. (Staff Development)
- 18-20 1:30 pm dis. Semester testing
- 23-31 Christmas Break begins

January, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 No School - Teacher Flex day
- 6 School Resumes - 2nd Sem. begins
- 20 No School - MLK P.D.

February, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 5 1:30 pm dis. (Staff Development)
- 6 1:30pm dis. - PT Conf. 3-6:00pm

March, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 End of 3rd Quarter
- 12, 13 Spring Break
- 26 1:30 dis. (Staff Development)

April, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 10, 13 Easter Break
- 22 1:30 pm dis. (Staff Development)

May, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 9 Graduation
- 12, 14 1:30 pm dis. Semester testing
- 13 1:30 Dismissal
- 16 Last day - End of Semester - Noon Dismissal

School Hours			
HS	Mo - Fr	8:10am - 3:40pm	
MS	Mo - Fr	8:10am - 3:40pm	
ELEM	Mo - Fr	8:10am - 3:40pm	

- 1st Sem. - 99
- 1st Qrt - 43
- 2nd Qrt - 46
- 2nd Sem. - 99
- 3rd Qrt - 44
- 4th Qrt - 46
- 179 - Student Days
- 185 - Teacher Contract Days

First, Last or Resume Day
Vacation Day
Teacher Workdays/In-Service
Parent/Teacher Conferences
Teacher Flex Day
1:30 pm dis. (Staff Development)
1:30 pm dis. Semester testing

**EVERY STUDENT.  
EVERY DAY.  
EVERY WAY.  
ROLL STORM!!!**





**Criterion 4:**

**PROFESSIONAL PREPARATION AND COMMITMENT. The certificated classroom teacher exhibits, in his or her performance, evidence of having a theoretical background and knowledge of the principles and methods of teaching, and a commitment to education as a profession.**

Indicators:

The evaluation procedure assesses the extent to which the teacher:

- \_\_\_\_\_ 4.1 Demonstrates enthusiasm and interest in the subject(s) taught as reflected in the teacher's continuing professional development.
- \_\_\_\_\_ 4.2 Keeps abreast of the new developments, ideas and events in the subject matter area(s).
- \_\_\_\_\_ 4.3 Demonstrates a commitment to school and professional activities (attendance at local, district, and state meetings, consortium activities, participation on special committees, etc.).
- \_\_\_\_\_ 4.4 Demonstrates a commitment to the profession and its code of ethics.
- \_\_\_\_\_ 4.5 Maintains proper endorsements in assigned areas unless requested to teach outside endorsed area.

**Criterion 5:**

**EFFORTS TOWARD IMPROVEMENT. The certificated classroom teacher demonstrates an awareness of his or her imitations and strengths, and demonstrates continued professional growth.**

Indicators:

- \_\_\_\_\_ 5.1 Establishes goals, works towards these goals, and does periodic evaluation of progress.
- \_\_\_\_\_ 5.2 Responds to recommendations (if any) included in periodic and annual personnel evaluations.
- \_\_\_\_\_ 5.3 Participates in activities sponsored by the district education service district, and professional organizations.

**Criterion 6:**

**TEACHER-STAFF-COMMUNITY RELATIONS. The certificated classroom teacher contributes to improved employee relationships by exhibiting professional behavioral qualities.**

Indicators:

The evaluation procedure assesses the extent to which the teacher:

- \_\_\_\_\_ 6.1 Assumes his or her share of responsibilities
- \_\_\_\_\_ 6.2 Uses discretion when speaking of school or colleagues
- \_\_\_\_\_ 6.3 Observes "channels" when speaking on matters affecting the welfare of the school and staff
- \_\_\_\_\_ 6.4 Shows a willingness to share ideas and techniques
- \_\_\_\_\_ 6.5 Is professional in all contacts with colleagues
- \_\_\_\_\_ 6.6 Strives to communicate his or her program and/or the total school program in a creditable fashion

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of **the High Plains Community School's** District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CONFIDENTIALITY STATEMENT**

As an employee of High Plains Community Schools, I document with my signature below an understanding of the following:

It is my responsibility to keep confidential any student information that is disclosed or experienced as the result of working with district students and/or their families.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

10. 19-20 Activities Handbook

approve activities handbook 19/20. Passed with a motion by Nathan Spurling and a second by Terry Carlstrom.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

approve Fruhoff 55 band uniforms. price. Passed with a motion by Paul Van Housen and a second by Nathan Spurling.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

**High Plains Community  
Schools  
Activities Handbook**



**Rules and Regulations  
2019-20**

## **Introduction**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. High Plains Community Schools provides students with the opportunity to participate in a comprehensive activities program which 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.

## **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 10 semesters credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The 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.

### **Attendance at Practices and Contests**

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, 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.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity

performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

### **Closings**

Unless 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 of 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 High Plains Community Schools colors are Red, Royal Blue 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.hpcstorm.org](http://www.hpcstorm.org)

### **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—What You Need to Know
  - 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**

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

### **Middle School Dances**

Middle school (7-8) dances are restricted to students currently enrolled in the middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty

members and additional adults. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **High School Dances**

All high school dances are restricted to 9-12 High School students and their guests. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. No guests age 21 or over allowed to attend. (No students in grades lower than the 9<sup>th</sup> will be permitted) Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and additional adults. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

### **Homecoming and Prom**

The Homecoming dance is open to students and guests of High Plains Community Schools.

The High Plains Community Schools Prom is open to students and guests of the High Plains Community Schools 9-12 students. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. No guests age 21 or over allowed to attend. Appropriate attire is required for these dances. No blue jeans, shorts or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

### **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education

("Rule 27"). **Please see the Social Media Policy For School District Employees for further explanation.**

### **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks. (If student used their personal lock a copy of the key and/or combination must be provided to the office.)

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, stolen or intentionally damaged.

### **Fundraising**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. **Use of the school mascot shall not be permitted unless approved by the superintendent.**

### **Individual Training Rules and Rules of Conduct**

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as

otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or 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.

### **Lettering Requirements**

The following guidelines will be used in determining students' eligibility for lettering:

**Football:** The athlete must participate in twelve quarters of varsity play, complete the season, and/or have the recommendation of the head coach.

**Volleyball:** The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

**Softball:** The athlete must play in at least the same amount of innings as games (Example: 30 varsity games = 30 varsity innings) and/or have the recommendation of the head coach based on sportsmanship/years of participation, etc...

**Wrestling:** If an athlete achieves any of the following listed requirements they shall be eligible for an athletic letter from High Plains Community Schools:

1. State Medalist / State Qualifier
2. Qualifies to wrestle in the 2<sup>nd</sup> day of the HPC / Clarks Inv.
3. Finish as a top three medalist in any one-day tournament(s) (3 point meets)
4. Medalist at the Conference Tournament
5. Contributes to the teams success as a District Champion or District Runner-Up
6. Contribute to the teams success qualifying to the State Dual Team Championships

7. Each athlete's individual merit, based on the athlete's performance both in competition and practice, work ethic and dedication to the team through out the season regardless of achieving any of the previously listed requirements.

**Note:** Violation of the school handbook regulations related to contest participation would negate **Item #7** from consideration for an athlete's letter.

**Basketball:** The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

**Golf:** The athlete must score in a meet, complete the season, and/or have the recommendation of the head coach.

**Track:** A athlete must place in the top six of a major meet. (5 or more teams). In a triangular or quadrangular, he/she must place first or second., complete the season and/or have the head coach's recommendation.

**Student Managers:** A student manager in grades 9-12 must complete the season and have the recommendation of the head coach of the sport involved.

## **Instrumental and Vocal Music**

### **Instrumental**

- Students must do all of the following
  - Maintain at least a B average for each semester in their music class
  - Participate in the respective music class for the full year
  - Participate in all required performances of the music class

### **Vocal**

Student must do one of the following:

- Be accepted to and participate in at least 1 honor ensemble
- or-
- Participate in a solo or small group for district music contest

**Speech:** The criteria for receiving a letter for Speech Competition will be based on the participants' commitment to preparation and participation:

- follow all team guidelines concerning attendance, ethical behavior, and dress code
- receive a superior rating at a speech meet
- end of the year in good standing with the team and coaches

## **Mascot**

The official emblem for boys' and girls' athletic teams is the



The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

## **Practices**

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

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code which 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.

## **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.

## **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 6:00 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. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal or coach 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.

## **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)  
Football  
Golf  
Track (boys and girls)  
Softball  
Volleyball  
Wrestling

### **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 be 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.

### **Family Career and Community Leadership of America (FCCLA)**

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

### **Future Business Leaders of America (FBLA)**

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

## **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.

Student members shall be selected from the junior and senior classes by the high school faculty. ~~Ten percent of the Junior and Senior classes will be selected each year.~~ The results of the selection will be announced at an honors convocation.

## **Student Government**

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty and to seek to develop a spirit of cooperation, good will and better understanding with other schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

## **Speech Team**

Students compete in different categories of competition.

## **Student Publications**

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

The school paper is "HPC Monthly Forecast." It is published each three weeks by the journalism classes and their teacher.

### **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 <http://nsaahome.org/yearbook.php>. 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 10 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. In the immediately preceding semester, the student must have been enrolled in and received credit for twenty hours of credit

which have been reviewed and approved by the school he/she wishes to represent in interscholastic competition.

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. 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 2017-18 school year prior to May 1, 2017; 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, 2017. 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, 2017, 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/nsaaforms/pdf/manualsp.pdf>.

Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which 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 such 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 High Plains Community 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.

**Prohibited Conduct.** Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.

3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, 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, 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.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
10. Violating any school policy or a coach'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. 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 no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures.** Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor 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 student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.

4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

## **CONSEQUENCES**

A suspension will be for all activities in which a student is involved and will begin when the school determines that there is reasonable cause to believe that the student has violated the activity policy, a written rule or regulation of the school or a rule of the sport or activity. If a student is not involved in an activity at the time of the violation, the suspension will carry over to the next activity in which the student is involved. Suspension will carry over to the following year should insufficient time remain in the school year of the infraction. The student must attend all practices, attend all games and sit on the team bench during the game, but not compete. Students that violate these rules that have graduated or that have completed their involvement in activities, will be subject to loss of honors as determined by the sponsor/coach.

**1<sup>st</sup> OFFENSE** – Student will be suspended from participation in school sponsored activities for a period of 10 school days, and a minimum of 2 activities.

**2<sup>nd</sup> OFFENSE** – Student will be suspended from activity participation for the remainder of the current school year.

**3<sup>rd</sup> OFFENSE** – Student is excluded from activity participation while attending High Plains Community School.

**HONESTY FACTOR** – A student who admits violation to a sponsor/coach/administrator prior to conviction or determination that the student has violated an applicable policy or rule will have the penalty for the 1<sup>st</sup> offense reduced to 5 school days and a minimum of 1 contest.

It is strongly recommended that any student involved in any incident, which could jeopardize his/her privilege to participate in any activity, notify the sponsor/coach/administrator as soon as possible.

Dismissal or suspension of a student from any extracurricular activity and/or sport must be reviewed and approved by the Superintendent of Schools and the appropriate principal.

REVIEW BOARD: Following a 3<sup>rd</sup> offense a student may be reinstated if the student agrees to attend an appropriate drug and alcohol intervention approved by the school or other appropriate intervention suitable to the infraction. The review board shall consist of the Superintendent, Principal and/or Activities Director, Counselor, and the Head Coach or Activity Sponsor.

**Review of Decision.** A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

**Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

**Questions.** Any parent 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 which 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 which 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 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 exercise, including walking or riding an exercise bike. No weight-lifting.
- Step 2:* Running in the gym or on the field. No helmet or other equipment.
- Step 3:* Non-contact training drills in full equipment. Weight training can begin.
- Step 4:* Full contact practice or training.
- Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

## **HOW CAN A CONCUSSION AFFECT SCHOOLWORK?**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

### **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate 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.

**I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## **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 which 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

**\*\*\*If you are unable to access digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

**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 unless I am accompanied by a parent.**

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

**\*\*\*If you are unable to access digital copy of the Student Handbook from the school's website, please request a hard copy from your school's office.**

## 11. Band Uniforms

Fruhauf Uniforms, Inc. • 800 E. Gilbert • Wichita, KS 67211 • 316-263-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 • sales@fruhauf.com

**Quote**

Sales Order Number: 19-S51787

ORDER TYPE

Quote Number:

By: Mr. Rex Barker

**Original Family Owned and Operated  
Manufacturers of Band Uniforms for Over 100  
Years**

Cust. Phone: (402) 765-2271

Cust.FAX:

**Sold To:** Cust. Lookup: 18B-17142  
Mr. Quentin Zeller  
High Plains Community Schools  
165 S. Pine St  
Polk, NE 68654

**Ship To:**  
Mr. Quentin Zeller  
High Plains Community Schools  
165 S. Pine St  
Polk, NE 68654

Special Notes: Delivery will be 120 - 165 days.

This Quote is good for 60 days from the date above

DATE	TERMS	F.O.B.	P.O. Number	SHIP VIA	WEIGHT		
5/9/2019	NET 30 Days	Wichita, KS		Ground	0 lbs 0 oz		
QTY	ITEM	Size	Color	DESCRIPTION	ETA	PRICE	AMOUNT
55	18B/17142REGCT/			REG BAND COAT 18B/17142		\$284.45	\$15,644.75
55	18B/17142REGBIB			REG BAND BIBBERS 18B/17142		\$114.70	\$6,308.50
55	18B/17142REGCAP			REG BAND CAPE 18B/17142		\$75.05	\$4,127.75
55	18B/17142REGSH			REG BAND SHAKO 18B/17142		\$66.28	\$3,645.40
55	PL/12/F/F/C/M		A	12 FRCH FTN RED W/ SILVER		\$32.80	\$1,804.00
55	BOX/TUFTOTE	Accessor	A	TUF-TOTE		\$10.50	\$577.50
55	HNGR/BAR/17IN		A	17 IN HANGER W/ TRS BAR		\$1.50	\$82.50
55	GLV/WHT/CTN	Accessor	A	WHITE COTTON GLOVES		\$3.75	\$206.25
55	18B/17142GBAG/		A	GARMENT BAG 18B/17142		\$23.25	\$1,278.75

Delivery is . Days after receipt of Purchase Order or Deposit, Measurements, Sample, On a new set of uniforms a Sample Approval is also Required.

Subtotal: **\$33,675.40**  
Sales Tax: \$0.00

A 4% convenience fee will be added to all credit card and purchasing card orders. If taxes are applicable, add to total.

Thank you for your order! We appreciate your business, and hope you will tell others about our company.  
Customer Service

Total: **\$33,675.40**

PrePayments Received

Balance Due **\$33,675.40**

**Thank You!**

Fruhauf Uniforms, Inc. • 800 E. Gilbert • Wichita, KS 67211 • 316-263-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 • sales@fruhauf.com  
**ORDER TYPE**

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QTY	ITEM	Size	Color	DESCRIPTION	ETA	PRICE	AMOUNT
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45	18B/17142REGBIB			REG BAND BIBBERS 18B/17142		\$143.38	\$6,452.10
45	18B/17142REGCAP			REG BAND CAPE 18B/17142		\$93.81	\$4,221.45
45	18B/17142REGSH			REG BAND SHAKO 18B/17142		\$82.85	\$3,728.25
45	PL/12/F/F/C/M		A	12 FRCH FTN RED W/ SILVER		\$32.80	\$1,476.00
45	BOX/TUFTOTE	Accessor	A	TUF-TOTE		\$10.50	\$472.50
45	HNGR/BAR/17IN		A	17 IN HANGER W/ TRS BAR		\$1.50	\$67.50
45	GLV/WHT/CTN	Accessor	A	WHITE COTTON GLOVES		\$3.75	\$168.75
45	18B/17142GBAG/		A	GARMENT BAG 18B/17142		\$23.25	\$1,046.25

Delivery is . Days after receipt of Purchase  
Order or Deposit, Measurements, Sample, On a new  
set of uniforms a Sample Approval is also Required.

**Subtotal: \$33,633.00**  
**Sales Tax: \$0.00**

A 4% convenience fee will be added to all credit card and  
purchasing card orders. If taxes are applicable, add to total.

*Thank you for your order! We appreciate your business, and hope  
you will tell others about our company.  
Customer Service*

**Total: \$33,633.00**

PrePayments Received

**Balance Due \$33,633.00**

**Thank You!**

Bill To: **High Plains Community Schools**  
**Quentin Zeller, Band Director**  
**260 South Pine Street**  
**Polk, NE 68654**

Ship To: **High Plains Community Schools**  
**Quentin Zeller, Band Director**  
**260 South Pine Street**  
**Polk, NE 68654**

Telephone: 402-765-3331

Email: qzeller@hpcstorm.org

**Possible Payment Terms:** **CASH Discount:** If at the time you order, you pay in full, we will discount the custom products by 3%.  
**Government Entities:** Net 30 Days with School Purchase Order.\*  
**Boosters and All Others:** 1/3 Payment with Order, then Balance on/or before delivery.\*  
**MasterCard®, VISA® or DISCOVER®:** Cash Discount will not apply to Credit Card Purchases.

Delivery Schedule:

Estimated to ship: **165 DAYS AFTER OUR RECEIPT IN GREENVILLE, ILLINOIS OF:**  
 1. A signed Agreement with down payment. 3. Written approval of sample uniform with all changes.  
 2. Sample Uniform for duplication. 4. Sizes - Both measurements and/or Stock Size approval.

*If all details were at our factory today, **5/15/2019**,  
 you could anticipate your uniforms shipping from our factory after **10/27/2019**.*

QUANTITY	STYLE	ITEM DESCRIPTION	UNIT PRICE	EXTENSION
70	B436	Back Zip Uniform Jacket Wool Blend	\$271.69	\$19,018.30
70	566	Bib Trs Poly/Wool Blend w/ Snap Hem	\$133.37	\$9,335.90
70	30-1	Flat-top Shako Hat w/ hard case	\$52.53	\$3,677.10
70	B550	French Fountain Plumes	\$27.35	\$1,914.50
70	SPC	Special 3 Pendant Cape	\$41.86	\$2,930.20
1	set-up	Embroidery Digitizing	\$168.00	\$168.00
70	Vivace	Nylon Suit Bags - One Color Logo	\$11.50	\$805.00
<b>Confidential</b>				

Shipping Terms: F.O.B. SCHOOL

\*Lease/Purchase Option may be available.

Subtotal	\$37,849.00
Less Prepayment	\$0.00
Shipping & Handling	\$357.50
Subtotal	\$38,206.50
Sales Tax	
Contract Total	<b>\$38,206.50</b>
Down Payment	\$0.00
Balance Due	<b>\$38,206.50</b>

**Total Savings for Full Payment with Order <\$1,135.47>**

**This is not a contract.**

**This document is for your information only.**

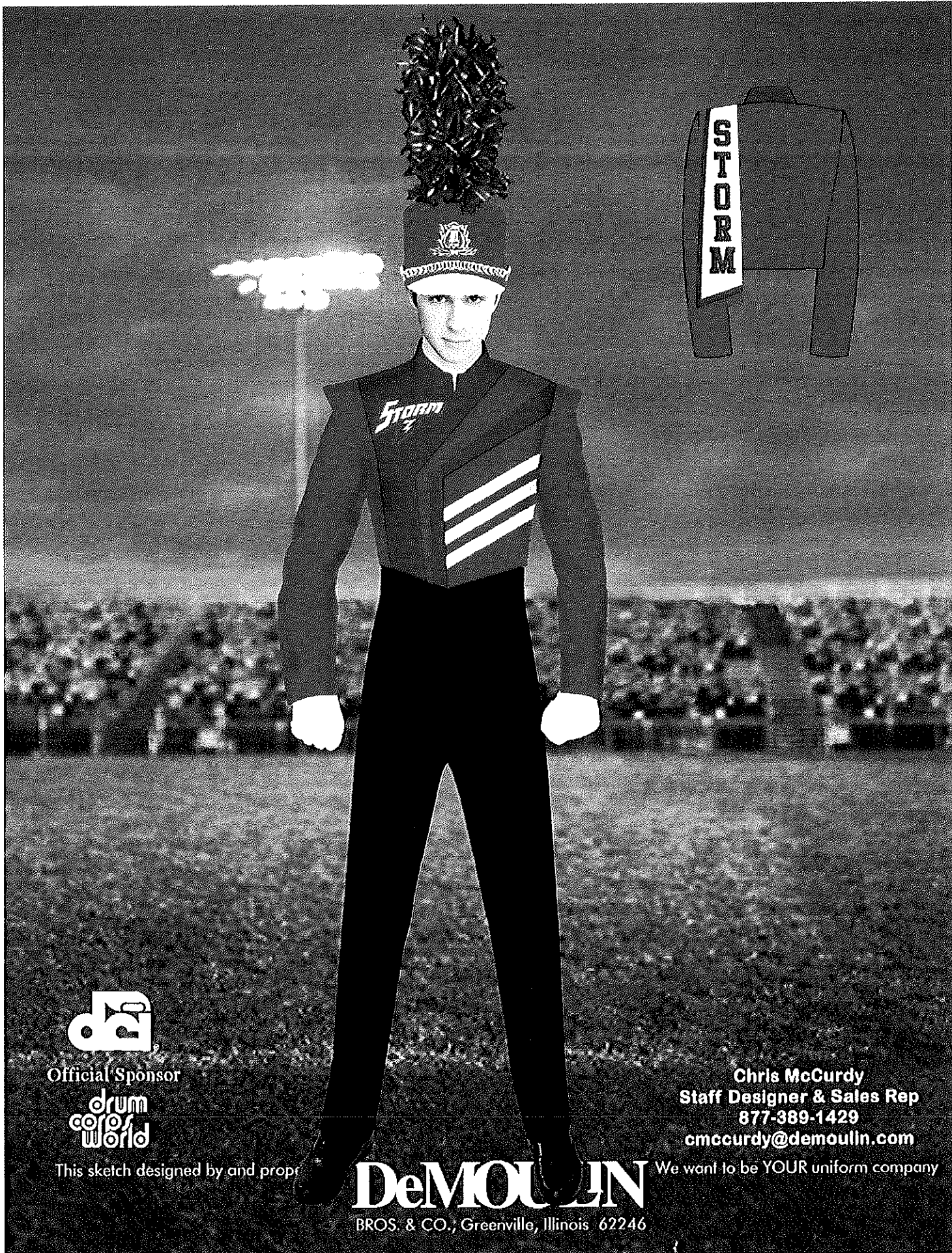
**It is not to be construed as binding to DeMOULIN Bros & Co nor you.**

**Confidential**

5/15/2019

Date

Prices Firm for 60 days



Official Sponsor

drum  
corps  
world

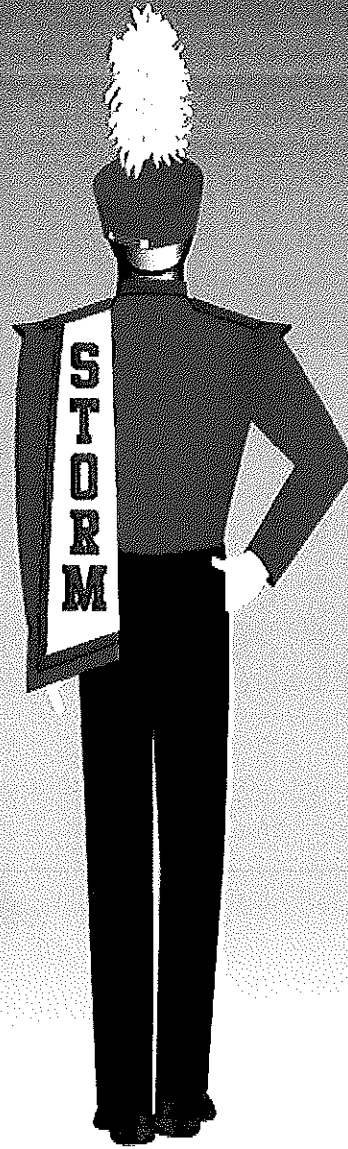
This sketch designed by and prop

Chris McCurdy  
Staff Designer & Sales Rep  
877-389-1429  
cmccurdy@demoulin.com

**DeMOULIN**

BROS. & CO., Greenville, Illinois 62246

We want to be YOUR uniform company



HIGH PLAINS COMMUNITY SCH  
POLK, NE  
Design #6F

**Judy's**  
DESIGN & CONSTRUCTION  
LLC

COMPETITION LINE

12. Amend 19-20 Negotiated Agreement

approve amended extra duty for school improv and senior class sponsor percentages. Passed with a motion by Karen Stevens and a second by Shane Van Pelt.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

13. Consider carpeting 2 classrooms at PK-6 Elementary

approve midwest floor carpet bid. of \$6942 Passed with a motion by Nathan Spurling and a second by Terry Carlstrom.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

# Midwest Floor Covering, Inc.

Commercial Flooring Contractors

## PROPOSAL

DATE	<u>May 3, 2018</u>	CUSTOMER	<u>High Plains School</u>
JOB NAME	<u>MS Classrooms (2)</u>	CONTACT	<u>Brian Tonniges</u>
LOCATION	<u>Clarks, NE</u>	PHONE	<u>402-765-2271</u>
		TAX INFO	<u>None Included</u>

We hereby submit our estimate for:

**Carpet Tile: Mohawk - First One Up II BT443 - 24x24 - Color: 727 Priority**

**Resilient Base: Burke - 4" Cove - Color: 875 Navy**

**Bid based on dimensions provided by owner for 2 classrooms.**

WE PROPOSE hereby to furnish material and labor -- complete in accordance with the plans, drawings and specifications for said building for the sum of:

**\$6,942.00**

**Six Thousand Nine Hundred Fourty Two Dollars**

NOTE: This proposal may be withdrawn by us if not accepted within 10 days from letting date.

**The following notes are part of this bid proposal & will be incorporated into the contract documents:**

All material as specified or per our notes and all work is guaranteed to be completed in a workmanlike manner according to industry standards for a period of one year from date of installation.

Any alteration or deviation from specifications involving extra cost will be executed only upon written orders and will become extra charges beyond this estimate. All agreements contingent upon strikes, accidents, or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. All installation to be by non-union, independent contract labor. Lights, HVAC, dumpsters, power and dust control by others.

### **OTHER SPECIAL NOTATIONS:**

**Demo of existing floor covering, base, adhesives, concrete sealers, etc., by others.**

**No cutback (black adhesive) testing, sealing or removal if present.**

**Includes minor floor prep only. Any floor corrections or leveling by time and material.**

**Work to be completed in one phase during normal working hours.**

**All furniture and equipment moving by others.**

**Vacuuming, protection and final clean up by others.**

**Material payment required prior to ordering materials.**

THANK YOU Steve McGinnis

3725 Touzalin Avenue

Lincoln, NE 68507

402/466-5626

fax 466-6291

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

14. Consider bid for epoxy flooring at both sites  
approve Jaco epoxy bid 12415. Passed with a motion by Paul Van Housen and a second by Nathan Spurling.  
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea



**Froeschl Floors**  
 1817 Harlan Street  
 Falls City, NE 68355  
 402.245.FLOR (3567)  
 froeschlfloors@yahoo.com  
 froeschlfloors.com

**ADDRESS**

High Plains Community Schools  
 205 E. Pearl St  
 Clarks, NE 68628

**ESTIMATE 1629**

**DATE 05/09/2019**

ACTIVITY	SQ. FT.	AMOUNT
<b>Flake Floor</b> HIGH SCHOOL EAST ENTRY: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.	80	960.00
<b>Base</b> Remove tile, cove base and flake. Linear Foot	17	204.00
<b>Flake Floor</b> HIGH SCHOOL STAFF RESTROOM: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.	44	528.00
<b>Base</b> Cove base and flake. Linear Foot	24	240.00
<b>Flake Floor</b> HIGH SCHOOL SCIENCE ROOM: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.	736	8,832.00
<b>Base</b> Cove base and flake. Linear Foot	110	1,100.00
<b>Color</b> 1/4 Full Flake - 1 White, 1 Dark Blue, 1 Medium Gray		

Bid includes all material, labor, and all other expenses needed to properly install epoxy floor.

Froeschl Floors guarantees epoxy for one year, but cannot guarantee substrate concrete due to cracks, moisture, movement in substrate, or other unforeseen

circumstances.

Estimate is based on completing work in one phase. If additional mobilizations are required, add the sum of \$1,500.00 per mobilization.

Minor touch-up painting on walls and surrounding area will be required by customer.

<b>TOTAL</b>	<b>\$11,864.00</b>
--------------	--------------------

Accepted By

Accepted Date



**Froeschl Floors**  
 1817 Harlan Street  
 Falls City, NE 68355  
 402.245.FLOR (3567)  
 froeschlfloors@yahoo.com  
 froeschlfloors.com

**ADDRESS**

High Plains Community Schools  
 205 E. Pearl St  
 Clarks, NE 68628

**ESTIMATE 1630**

**DATE 05/09/2019**

ACTIVITY	SQ. FT.	AMOUNT
<b>Flake Floor</b> ELEMENTARY LOCKER HALLWAY: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.	704	8,448.00
<b>Base</b> Cove base and flake. Linear Foot	168	1,680.00
<b>Flake Floor</b> ELEMENTARY GYM ENTRY AND STEPS: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.		2,496.00
<b>Base</b> Cove base and flake. Linear Foot	50	500.00
<b>Troweled Floor</b> Prepare surface. Apply one primer coat, trowel to level floor 5 x 3 area.		500.00
<b>Flake Floor</b> ELEMENTARY FLAG POLE ENTRY: Grind, prep and vacuum floor. Apply one primer coat, one flake coat, one epoxy grout coat and one urethane topcoat.	198	2,376.00
<b>Base</b> Cove base and flake. Linear Foot	19	190.00
<b>Troweled Floor</b> Prepare surface. Apply one primer coat, trowel to level floor 4 x 6 area.		500.00
<b>Color</b> 1/4 Full Flake - 1 White, 1 Dark Blue, 1 Medium Gray		

Bid includes all material, labor, and all other expenses

needed to properly install epoxy floor.

Froeschl Floors guarantees epoxy for one year, but cannot guarantee substrate concrete due to cracks, moisture, movement in substrate, or other unforeseen circumstances.

Estimate is based on completing work in one phase. If additional mobilizations are required, add the sum of \$1,500.00 per mobilization.

Minor touch-up painting on walls and surrounding area will be required by customer.

**TOTAL**

**\$16,690.00**

Accepted By

Accepted Date

Surface Sealers Inc  
1901 SW 6th Street  
Lincoln, NE 68522  
(402) 474-2440  
Jason@surface sealers.com  
www.surface sealers.com



## ESTIMATE

### ADDRESS

Clarks School- Flooring

ESTIMATE # 5181

DATE 06/05/2019

ACTIVITY	AMOUNT
Diamond grind existing concrete and coatings. Fill cracks and joints. Install a decorative epoxy flake flooring system with an epoxy cove base in areas discussed during the site visit.	
<b>Services</b>	9,720.00
There is 1,080sf and 280lf for a total cost of Price includes insurance, labor, material, mobilization and surface preparation.	
If you have any questions or concerns, please feel free to call, Jason Lee at 402-429-4083 or email at surface sealers@msn.com	<b>TOTAL \$9,720.00</b>

Accepted By

Accepted Date

Surface Sealers Inc  
1901 SW 6th Street  
Lincoln, NE 68522  
(402) 474-2440  
Jason@surface sealers.com  
www.surface sealers.com



## ESTIMATE

### ADDRESS

Polk School- Flooring

ESTIMATE # 5182

DATE 06/05/2019

ACTIVITY	AMOUNT
Diamond grind existing concrete and coatings. Fill cracks and joints. Install a decorative epoxy flake flooring system with epoxy cove base in areas discussed during the site visit.	
<b>Services</b> There is 900sf and 180lf for a total cost of Price includes insurance, labor, material, mobilization and surface preparation.	6,840.00
<hr/>	
If you have any questions or concerns, please feel free to call, Jason Lee at 402-429-4083 or email at surface sealers@msn.com	<b>TOTAL</b> <b>\$6,840.00</b>

Accepted By

Accepted Date



Danny Jacobson  
916.870.9712  
danny@jacocoatings.com



**QUOTE#**

DATE: 5.28.19

**QUOTE ISSUED TO:**

(3 Pages Total—Including This Page)

Jaco Concrete Coatings (Danny Jacobson)  
Danny Jacobson  
P: 916-870-9712  
E: danny@jacocoatings.com

Company Name: High Plains School  
Name: B. Tonniges  
Address: 345 S. Pine St  
City, State Zip: Polk, NE 68654  
P: 402.765.3331  
E:

Area #1	# Units & Notes	CLARKS ↓	\$ Unit Cost	\$ Total Cost - Extd.
Area (Sq. Ft.):	946 SQ FT		6.00	5676.00
Vertical (# Ft.):				
Steps (#):	7		75.00	525.00
Cracks (# Ft.):				
Pitting				
Removal (# Sq. Ft.):	864.5		2.00	1729.00
Custom Color (# of Boxes)				
Filling of Saw Cuts				
Miscellaneous				
<b>Area #2 HIGH</b>	<b>HIGH SCHOOL ↓</b>			
Area (Sq. Ft.):	<del>600</del> 748 SQ FT		6.00	4,485.00
Vertical (# Ft.):				
Steps (#):				
Cracks (# Ft.):				
Pitting				
Removal (# Sq. Ft.):				
Custom Color (# of Boxes)				
Filling of Saw Cuts				
Miscellaneous				

**GRAND TOTAL (Areas 1 & 2) \$:** 12,415.00

**Initial Payment (50% of Grand Total) \$:** 6,207.50

(Payment Due When Signed & Tentative Date is Agreed Upon)

**Due Upon Completion \$:**

(Tax NOT Included- To Be Added to Final Payment)

**Tentative Schedule Date:**

CREDIT CARD INFO.:

1. CC#:
2. Exp. Date:
3. Card Type:
4. CVR#:
5. Name on the Card:

**Notes:**

1. For combined pricing, areas must be able to be completed at the same time.
2. Cracks or substrate damage not covered under warranty.
3. Installation is weather dependent – the concrete needs to be dry. We will confirm installation a few days before the actual install date. Please take up any rugs or mats a few days in advance to allow any trapped moisture to dry.
4. If job is cancelled after received deposit, a refund will be given minus associated material costs.
5. Please remove all items from the floor before scheuled installation.
6. If Concrete is new, there is a mandatory 30 day waiting periord B-4 coating.
7. Add 2.8% if paying with credit card. Final credit card payments will be collected upon job completion. If paying cash or check, the crew foreman will collect upon job completion.
8. Balances over 30 days will be charge interest as law allows.

Jaco Concrete Coatings (Danny Jacobson)

Customer Signature & Date:

15. Policy

16. Financial Reports

16.1. Lunch report

High Plains Community Schools  
HOT LUNCH PROGRAM  
June Meeting

ACTIVITY	BALANCE FORWARD	INCOME	EXPENDITURES	BALANCE ON HAND
<i>Balance Forward</i>	16,677.78			
<b>INCOME</b>				
Child Payments		2,807.45		
Adult Payments		564.00		
A La Carte		207.08		
Federal Reimbursement		13,024.30		
State Reimbursement		0.00		
Miscellaneous Income:		0.00		
District Transfer				
<b>EXPENDITURES</b>				
Food			6,961.36	
Salary Reimbursement			7,901.24	
Equipment/Supplies			1,365.41	
Program Refunds			0.00	
Miscellaneous Expense			0.00	
Equipment Grant			0.00	
<b>TOTALS</b>	16,677.78	16,602.83	16,228.01	17,052.60
<b>SUMMARY OF ACTIVITY</b>				
Balance Fwd	16,693.20			
Deposits	17,135.57			
Checks Paid	16,752.05			
-Checks Outstanding	24.12			
+Deposits in Transit				
<i>Rec Balance</i>	17,052.60			

\* **\$36.60 cash kept on hand**

Signed: Carlene Van Hous , Secretary

**Detail of Food Expense:**

Cash-Wa \$3,460.21    CC Mall \$4.29    Thompson \$3,811.6    HPC Jr Class \$134.10

**Bills To Be Paid:** HPC wages April & May \$15,572.65

**Kitchen Report**

	<b>May 2019</b>	<b>May 2018</b>	<b>Difference</b>
Days Served This Month	12	12	
# of Lunches Served	2257	2167	90
Daily Average Number of Lunches	188	181	7
Total Food Costs for Lunch	6265	4001	\$2,264
Average Cost per Lunch	\$2.78	\$1.85	
# of Breakfasts Served	618	744	-126
Daily Average Number of Breakfasts	52	62	-10
Total Food Costs for Breakfasts	696	445	\$251
Average Cost per Breakfast	\$1.13	\$0.60	

**School Nutrition Fund, 2018-19**  
**Balance as of 5/31/2019**

<b>Disbursements &amp; Transfers</b>	<b>Source #</b>	<b>May</b>	<b>YTD</b>
Salaries	100	7,901.24	52,913.79
Employee Benefits	200	1,365.41	8,981.48
Purchased Services	300	0.00	0.00
Supplies & Materials (Excludes Food)	400	252.57	6,300.40
Food	470	6,961.36	77,557.36
Capital Outlay (New & Replacement)	500		
Transfer to General Fund	755	0.00	0.00
<b>Total Disbursements &amp; Transfers</b>		<b>16,480.58</b>	<b>145,753.03</b>
 <b>Beg. Balance, Receipts &amp; Transfers</b>			
Beginning Balance, 09/01/2018		-	26,072.84
Sales of Lunches/Milk	1720	3,578.53	57,602.33
State Reimbursement	3150	0.00	931.48
Federal Reimbursement	4800	13,024.30	71,936.58
Transfers from General Fund	5500		0.00
<b>Total Resources Available</b>		<b>16,602.83</b>	<b>156,543.23</b>

16.2. Activity Reports

16.3. General Fund

**Expenditures****Revenue****YTD****% Spent****Levy**

Sept	\$389,178.35		7.20%	\$920,289.15
Oct.	\$394,980.35	\$784,158.70	14.51%	\$327,985.71
Nov.	\$425,825.34	\$1,209,984.04	22.38%	\$41,283.33
Dec.	\$423,750.21	\$1,633,734.25	30.22%	\$20,811.69
Jan.	\$406,168.90	\$2,039,903.15	37.74%	\$672,339.17
Feb.	\$394,427.18	\$2,434,330.33	45.03%	\$142,941.83
March	\$393,368.41	\$2,827,698.74	52.31%	\$112,285.10
April	\$403,241.33	\$3,230,940.07	59.77%	\$78,822.79
May	\$414,771.01	\$3,645,711.08	67.44%	\$1,049,758.40
June	\$403,274.74	\$4,048,985.82	74.90%	

July

Aug

EOY Bills

EOY transfers

\$3,366,517.17

**Projected Expenditures \$5,405,753.00****Projected Revenue**

NDE General Fund and Transfer Allowance

\$5,567,596

Average Monthly bills

\$405,079.01

<b>Non-levy</b>	<b>Total</b>	<b>YTD</b>		<b>Average Mon</b>	<b><u>Special</u></b>
\$22,966.77	\$943,255.92	\$943,255.92	9/1/2017	Building	
\$38,121.19	\$366,106.90	\$1,309,362.82		Depreciation	
\$15,562.35	\$56,845.68	\$1,366,208.50	10/8/2018	Building	
\$110,079.83	\$130,891.52	\$1,497,100.02		Depreciation	
\$44,093.05	\$716,432.22	\$2,213,532.24	11/12/2018	Building	
\$209,002.25	\$351,944.08	\$2,565,476.32		Depreciation	
\$243,329.36	\$355,614.46	\$2,921,090.78	12/10/2018	Building	
\$57,471.27	\$136,294.06	\$3,057,384.84		Depreciation	
\$274,085.27	\$1,323,843.67	\$4,381,228.51	1/14/2019	Building	
				Depreciation	
			2/11/19	Building	
				Depreciation	
			3/11/2019	Building	
				Depreciation	
\$1,014,711.34			4/8/2019	Building	
				Depreciation	
<b>Due</b>	<b>\$5,405,753.00</b>		5/13/2019	Building	
				Depreciation	
			6/10/2019	Building	
				Depreciation	

thly payroll

**Funds**

\$987,302.91

\$258,522.76

\$1,017,991.17

\$258,631.84

\$1,022,660.63

\$258,760.45

\$1,023,078.16

\$258,290.85

\$1,024,614.28

\$258,411.67

\$1,130,761.55

\$258,532.38

\$1,159,706.98

\$258,641.46

\$1,204,848.25

\$254,421.66

\$1,216,586.19

\$255,645.34

\$1,280,267.80

\$249,208.82

	<b>Expenditures</b>			<b>Revenue</b>
		<b>YTD</b>	<b>% Spent</b>	<b>Levy</b>
Sept	\$342,362.67		6.42%	\$982,534.12
Oct.	\$433,672.95	\$776,035.62	14.56%	\$345,361.10
Nov.	\$419,094.47	\$1,195,130.09	22.42%	\$12,244.10
Dec.	\$427,699.82	\$1,622,829.91	30.45%	\$31,911.32
Jan.	\$419,625.05	\$2,042,454.96	38.32%	\$749,338.41
Feb.	\$424,092.68	\$2,466,547.64	46.28%	\$190,917.20
March	\$408,719.22	\$2,875,266.86	53.95%	\$46,480.31
April	\$385,521.26	\$3,260,788.12	61.18%	\$104,828.80
May	\$417,227.12	\$3,678,015.24	69.01%	\$1,196,949.97
June	\$411,575.74	\$4,089,590.98	76.73%	\$314,336.19
July	\$427,418.53	\$4,517,009.51	84.75%	\$39,287.91
Aug	\$427,434.97	\$4,944,444.48	92.77%	\$15,798.38
EOY Bills	\$37,383.00	\$4,981,827.48	93.47%	
EOY transfers	\$226,200.00	\$5,208,027.48	97.72%	\$4,029,987.81

**Projected Expenditures \$5,329,712.00**

**Projected Revenue**

\$412,037.04 Average monthly bills

Available to transfer now 8,

\$444,142.67

EOY Transfers

Act. \$25,000.00

Depeciation \$200,000.00

Empl. Benefit \$1,200.00

6 employees

\$500 a piece

Total \$226,200.00

<b>Non-levy</b>	<b>Total</b>	<b>YTD</b>		<b>Average Mon</b>	<b>Special</b>
\$80,547.46	\$1,063,081.58	\$1,063,081.58	9/11/2017		Building
\$18,209.43	\$363,570.53	\$1,426,652.11			Depreciation
\$26,121.45	\$38,365.55	\$1,465,017.66	10/9/2017		Building
\$48,454.80	\$80,366.12	\$1,545,383.78			Depreciation
\$83,719.69	\$833,058.10	\$2,378,441.88	11/13/2017		Building
\$189,490.69	\$380,407.89	\$2,758,849.77			Depreciation
\$160,624.47	\$207,104.78	\$2,965,954.55	12/11/2017		Building
\$81,826.59	\$186,655.39	\$3,152,609.94			Depreciation
\$204,312.13	\$1,401,262.10	\$4,553,872.04	1/8/2018		Building
\$79,964.50	\$394,300.69	\$4,948,172.73			Depreciation
\$178,472.28	\$217,760.19	\$5,165,932.92	2/12/18		Building
\$26,373.62	\$42,172.00	\$5,208,104.92			Depreciation
			3/12/2018		Building
\$1,178,117.11					Depreciation
			4/9/2018		Building
<b>Due</b>	<b>\$5,329,712.00</b>				Depreciation
			5/14/2018		Building
					Depreciation
/13/18	\$226,277.44		6/11/2018		Building
					Depreciation
			7/9/2018		Building
					Depreciation
			8/13/2018		Building
					Depreciation
			8/29/2018		Building
					Depreciation

thly payroll

**Funds**

\$818,353.72

\$324,560.44

\$972,147.32

\$276,050.08

\$1,027,524.68      **Depriciation**      **Building fund**

\$289,748.93      Minibus      Roof

\$1,020,202.17      Computer      weight room

\$289,832.28      weight room      Jayme Hans

\$1,023,850.19      Trailer      Bad Camera

\$289,912.88      Suburban      MS Carpet

\$1,140,414.75      Bus

\$290,027.65

\$1,179,763.75

\$290,127.77

\$1,198,472.91

\$290,472.91

\$1,197,301.89

\$223,682.72

\$1,381,942.38

\$214,326.62

\$1,186,409.00

\$173,395.48

\$1,185,590.05

\$66,337.17

1,017,543.14

\$58,476.77

	<b>Expenditures</b>			<b>Revenue</b>
		<b>YTD</b>	<b>% Spent</b>	<b>Levy</b>
Sept	\$397,357.51		7.72%	\$907,986.87
Oct.	\$386,723.26	\$784,080.77	15.23%	\$346,884.09
Nov.	\$401,404.46	\$1,185,485.23	23.02%	\$37,480.14
Dec.	\$396,483.91	\$1,581,969.14	30.72%	\$16,894.59
Jan.	\$375,248.14	\$1,957,217.28	38.01%	\$702,487.09
Feb.	\$388,832.61	\$2,346,049.89	45.56%	\$301,599.25
March	\$372,292.05	\$2,718,341.94	52.79%	\$139,630.29
April	\$375,800.29	\$3,094,142.23	60.09%	\$112,572.48
May	\$368,555.10	\$3,462,697.33	67.24%	\$825,655.87
June	\$385,004.78	\$3,847,702.11	74.72%	\$716,034.88
July	\$440,704.01	\$4,288,406.12	83.28%	\$14,031.55
Aug	\$405,539.90	\$4,693,946.02	91.15%	\$43,425.33
EOY Bills	\$48,969.89	\$4,742,915.91		
EOY transfers	\$339,100.00	\$5,082,015.91		\$4,164,682.43
				\$2,011,732.78
		<b>\$5,149,483.00</b>		

Budget Left

\$395,242.99 Average monthly bills

Budget left \$401,118.11

Depreciation \$220,100.00 \$181,018.11

**Activites**

WR mat \$7,500.00

Score Clocks \$12,000.00

Crows nest \$20,000.00

Elem Mats \$3,000.00

MS Gym sound \$12,000.00

Weight room \$5,000.00

HOF \$3,000.00

Total Tranfers

Drama	\$2,500.00	
Speech	\$2,500.00	
Music	\$2,500.00	
Wellness	\$3,000.00	
<b>Total</b>	<b>\$73,000.00</b>	<b>\$108,018.11</b>

<b>Lunch</b>		
Operating	\$20,000.00	
MS epoxy	\$20,000.00	
Two Door Freezer	\$3,000.00	
two mixers	\$3,000.00	
<b>Total</b>	<b>\$46,000.00</b>	<b>\$62,018.11</b>

<b>Non-levy</b>	<b>Total</b>	<b>YTD</b>	<b>Average Mon</b>	<b><u>Special</u></b>
\$85,817.81	\$993,804.68		9/12/2016	Building
\$30,429.11	\$377,313.20	\$1,371,117.88		Depreciation
\$22,450.64	\$59,930.78	\$1,431,048.66	10/10/2016	Building
\$43,077.06	\$59,971.65	\$1,491,020.31		Depreciation
\$45,366.72	\$747,853.81	\$2,238,874.12	11/4/2016	Building
\$165,752.45	\$467,351.70	\$2,706,225.82		Depreciation
\$101,171.36	\$240,801.65	\$2,947,027.47	12/9/2016	Building
\$64,826.90	\$177,399.38	\$3,124,426.85		Depreciation
\$188,132.33	\$1,013,788.20	\$4,138,215.05	1/9/2017	Building
\$124,178.35	\$840,213.23	\$4,978,428.28		Depreciation
\$52,496.42	\$66,527.97	\$5,044,956.25	2/13/17	Building
\$55,652.44	\$99,077.77	\$5,144,034.02		Depreciation
			3/13/2017	Building
\$979,351.59				Depreciation
\$227,141.34	5 Month total		4/10/2017	Building
				Depreciation
\$401,118.11			5/8/2017	Building
				Depreciation
5 month	\$227,141.34		6/12/2017	Building
				Depreciation
			7/10/2017	Building
				Depreciation
\$339,100.00			8/14/2017	Building
				Depreciation
			EYO	Building
				Depreciation



thly payroll

**Funds**

\$663,679.88	
\$224,153.38	
\$780,325.64	
\$224,153.38	
\$819,011.74	
\$224,209.58	
\$792,543.64	
\$224,237.22	
\$790,448.67	
\$224,264.87	
\$888,428.33	
\$224,294.36	
\$945,900.47	
\$222,880.16	
\$934,137.33	Window Material Purchase
\$222,908.55	
\$954,401.09	
\$117,948.55	Computers
\$1,090,513.79	
\$117,991.06	
\$1,079,177.99	
\$104,394.21	PK Playground
\$822,082.45	Elem. Roof
\$104,423.07	
\$828,655.93	
\$104,423.07	

	<b>Expenditures</b>			<b>Revenue</b>
		<b>YTD</b>	<b>% Spent</b>	<b>Levy</b>
Sept	\$394,329.62		8%	\$875,833.85
Oct.	\$462,833.68	\$857,163.30	17.59%	\$277,609.09
Nov.	\$378,945.28	\$1,236,108.58	25.36%	\$9,904.10
Dec.	\$342,785.05	\$1,578,893.63	32.39%	\$26,073.69
Jan.	\$388,486.01	\$1,967,379.64	40.37%	\$710,100.86
Feb.	\$366,263.39	\$2,333,643.03	47.88%	\$242,740.68
March	\$390,863.26	\$2,724,506.29	55.90%	\$63,667.80
April	\$368,645.54	\$3,093,151.83	63.46%	\$183,159.74
May	\$374,554.67	\$3,467,706.50	71.15%	\$992,019.74
June	\$390,948.37	\$3,858,654.87	79.17%	\$507,404.27
July	\$361,399.96	\$4,220,054.83	86.58%	\$14,758.67
Aug	\$452,548.52	\$4,672,603.35	95.87%	\$37,009.36
EOY	\$199,902.00	\$4,872,505.35	99.97%	
				\$3,940,281.85
	<b>Budgeted</b>	<b>\$4,873,927.43</b>		
Average Monthly Bills		\$389,383.61		\$78,716.61

<b>Non-levy</b>	<b>Total</b>	<b>YTD</b>	<b>Average Monthly p Special</b>
\$29,842.92	\$905,676.77		Building
\$24,932.71	\$302,541.80	\$1,208,218.57	Depreciation
\$21,945.85	\$31,849.95	\$1,240,068.52	12/11/2015
\$109,597.88	\$135,671.57	\$1,375,740.09	Building
\$89,224.76	\$799,325.62	\$2,175,065.71	Depreciation
\$237,147.77	\$479,888.45	\$2,654,954.16	1/6/2016
\$109,911.06	\$173,578.86	\$2,828,533.02	Building
\$64,776.17	\$247,935.91	\$3,076,468.93	Depreciation
\$138,479.56	\$1,130,499.30	\$4,206,968.23	2/8/2016
\$136,066.86	\$643,471.13	\$4,850,439.36	Building
\$35,438.66	\$50,197.33	\$4,900,636.69	Depreciation
\$14,997.99	\$52,007.35	\$4,952,644.04	3/9/2016
			Building
\$1,012,362.19		\$4,952,644.04	Depreciation
			4/8/2016
			Building
			Depreciation
			5/6/2016
			Building
			Depreciation
			6/9/2016
			Building
			Depreciation
			7/11/2015
			Building
			Depreciation
			8/8/2016
			Building
			Depreciation
			8/29/2016
			Building
			Depreciation

payroll

**Funds**

\$651,790.29

\$175,821.45

\$640,022.65

\$175,836.38

\$631,627.42

\$171,489.09

\$727,053.09

\$168,848.35

\$784,779.16

\$162,378.25

\$805,852.11

\$145,896.50

\$833,905.95

\$145,913.90

\$986,359.82

\$99,860.18

\$719,215.25

\$99,860.18

\$667,733.35

\$90,528.03

\$663,588

\$90,540

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
Checking Account ID		Fund Number	General Fund	
01	credit card June 201	ACTIVITY FUND	06/03/2019	4,954.00
01 2320 610 000		admin sec day/tchr appr/subscr		1,000.54
01 2320 330 000		prof dev/marzano		963.85
01 2710 430 000		car wash/cargo van lic		43.95
01 1100 610 001		hatfield table replac		70.46
01 1100 610 002		kg roundup/2/3 field trip		154.93
01 1100 610 005		learning academy-fort robinson		606.10
01 2410 330 004		marzano prof dev		433.36
01 2410 330 005		marzano prof dev		433.36
01 2220 640 001		newspaper		9.99
01 1100 330 001		prof dev		148.86
01 2410 810 001		hudson membership		100.00
01 2410 810 004		hudson membership		100.00
01 2710 626 000		fuel		21.90
01 2410 330 001		marzano prof dev		433.35
01 2410 330 002		marzano prof dev		433.35
	Missoula 2019	ACTIVITY FUND	05/08/2019	550.00
01 1100 610 002		missoullda		550.00
Total		ACTIVITY FUND		5,504.00
	1482	AMERICAN FIRE & LIFE SAFETY, L.L.C.	05/22/2019	1,136.00
01 2620 430 001		fire alarm inspection		568.00
01 2620 430 004		fire alarm inspection		568.00
	1484	AMERICAN FIRE & LIFE SAFETY, L.L.C.	05/23/2019	373.00
01 2620 430 001		fire alarm testing-Clarks		373.00
Total		AMERICAN FIRE & LIFE SAFETY, L.L.C.		1,509.00
	20190604	AURORA NEWS REGISTER	05/31/2019	266.11
01 2310 540 000		advertising		107.46
01 2220 640 001		polk subscr		35.00
01 2410 610 001		grad prog		123.65
Total		AURORA NEWS REGISTER		266.11
	471603	AWARDS UNLIMITED INC	05/08/2019	464.80
01 2320 610 000		service/retirement		464.80
Total		AWARDS UNLIMITED INC		464.80
	20190528	BLACK HILLS ENERGY	05/16/2019	331.94
01 2610 621 001		monthly hs shop		331.94
Total		BLACK HILLS ENERGY		331.94
	20190528	BLACK HILLS ENERGY	05/16/2019	203.98
01 2610 621 001		monthly		203.98
Total		BLACK HILLS ENERGY		203.98
	20190528	BLACK HILLS ENERGY	05/16/2019	264.48
01 2610 621 001		monthly		132.24
01 2610 621 004		monthly		132.24
Total		BLACK HILLS ENERGY		264.48
	15583	BLUE RIVER POWER AND RENTAL	05/15/2019	27.99
01 2610 610 001		weed eater repair		14.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 610 004		weed eater repair		13.99
<b>Total</b>	<b>BLUE RIVER POWER AND RENTAL</b>			<b>27.99</b>
	June 2019	CARL'S SKRAP	06/04/2019	320.00
01 2620 420 001		trash pickup		92.50
01 2620 420 002		trash pickup		67.50
01 2620 420 004		trash pickup		92.50
01 2620 420 005		trash pickup		67.50
<b>Total</b>	<b>CARL'S SKRAP</b>			<b>320.00</b>
	20190528	CENTRAL CITY MALL	05/12/2019	35.61
01 3535 610,005		enrichment supplies		35.61
	20190528-0001	CENTRAL CITY MALL	05/13/2019	6.65
01 1100 610 002		KG/1 fieldtrip		6.65
<b>Total</b>	<b>CENTRAL CITY MALL</b>			<b>42.26</b>
	20190604	CENTRAL NE REHAB SERVICES	05/09/2019	6,139.58
01 2163 340 002		0-2 OT		705.30
01 2161 340 001		HS OT		1,623.75
01 2161 340 004		4/5 OT		78.75
01 2161 340 005		MS OT		511.50
01 2162 340 002		3-4 OT		63.00
01 2172 340 002		3-4 PT		98.70
01 2173 340 002		0-2 PT		151.20
01 2161 340 002		K-3 OT		2,374.65
01 2171 340 002		K-3 PT		532.73
<b>Total</b>	<b>CENTRAL NE REHAB SERVICES</b>			<b>6,139.58</b>
	A447515	CENTRAL TRUE VALUE	05/15/2019	21.99
01 2610 610 001		tank sprayer		11.00
01 2610 610 004		tank sprayer		10.99
	A448136	CENTRAL TRUE VALUE	05/22/2019	111.45
01 2610 610 001		carpet shampooer		55.73
01 2610 610 004		carpet shampooer		55.72
	A448845	CENTRAL TRUE VALUE	05/28/2019	59.98
01 2610 610 001		carpet shampooer		29.99
01 2610 610 004		carpet shampooer		29.99
	A449070	CENTRAL TRUE VALUE	05/30/2019	109.99
01 2610 610 002		weedeater		55.00
01 2610 610 005		weedeater		54.99
	A449625	CENTRAL TRUE VALUE	06/04/2019	29.99
01 2610 610 001		rug doctor rental		15.00
01 2610 610 004		rug doctor rental		14.99
<b>Total</b>	<b>CENTRAL TRUE VALUE</b>			<b>333.40</b>
	1090782	CENTURY HSE CHIROPRACTIC	06/04/2019	79.00
01 2710 890 000		bus physical		79.00
<b>Total</b>	<b>CENTURY HSE CHIROPRACTIC</b>			<b>79.00</b>
	18705	CGS MUSIC	05/23/2019	120.00
01 1100 610 001		school horn repair		120.00
<b>Total</b>	<b>CGS MUSIC</b>			<b>120.00</b>
	61018/61170/6118	CLARKS LUMBER	06/01/2019	41.33

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Account Number		Detail Description		Amount
	0			
01 2610 610 001		custodial		41.33
Total	CLARKS LUMBER			41.33
	20190604	CLARKS TELECOM	06/01/2019	395.82
01 2510 530 000		telephone-clarks		395.82
Total	CLARKS TELECOM			395.82
	1144	CLASS INTERCOM	06/03/2019	900.00
01 2410 643 001		class intercom		900.00
Total	CLASS INTERCOM			900.00
	5577	CONNECTING POINT	06/04/2019	28,215.00
01 1100 650 002		chromebooks		28,215.00
Total	CONNECTING POINT			28,215.00
	20190604	COUNTRYSIDE FLOWERS	05/28/2019	44.95
01 2310 890 000		funeral plant		44.95
Total	COUNTRYSIDE FLOWERS			44.95
	Phillips-June 2019	CROSS COUNTY SCHOOL	06/04/2019	637.92
01 1200 211 001		insurance		318.96
01 1200 211 004		insurance		318.96
Total	CROSS COUNTY SCHOOL			637.92
	20190530	CULLIGAN of YORK	05/22/2019	166.00
01 2610 610 001		water supplies-Polk		83.00
01 2610 610 004		water supplies-Polk		83.00
Total	CULLIGAN of YORK			166.00
	298102A	DECKER EQUIPMENT	05/31/2019	1,384.95
01 1100 610 001		whiteboard		427.35
01 1100 610 005		whiteboard		957.60
Total	DECKER EQUIPMENT			1,384.95
	6960	DIODE TECHNOLOGIES INC.	05/15/2019	428.56
01 2620 340 001		service		428.56
	6961	DIODE TECHNOLOGIES INC.	05/28/2019	182.28
01 2620 430 002		repairs/maintenane		91.14
01 2620 430 005		repairs/maintenane		91.14
Total	DIODE TECHNOLOGIES INC.			610.84
	20190604	EAGLE COMMUNICATIONS INC	06/04/2019	650.80
01 2510 530 000		internet line		650.80
	20190604-0001	EAGLE COMMUNICATIONS INC	06/04/2019	301.60
01 2510 530 000		internet line		301.60
Total	EAGLE COMMUNICATIONS INC			952.40
	20190528	EASY LAWN INC	05/28/2019	90.00
01 2620 430 002		sprinkler maintenance		45.00
01 2620 430 005		sprinkler maintenance		45.00
Total	EASY LAWN INC			90.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	6958374	ECOLAB	05/21/2019	89.08
01 2620 430 002		pest control Clarks		44.54
01 2620 430 005		pest control Clarks		44.54
Total ECOLAB				89.08
	2019-563	ENVIRONMENTALSERVICES	05/15/2019	306.57
01 2620 430 005		asbestos service		153.29
01 2620 430 002		asbestos service		153.28
	2019-564	ENVIRONMENTALSERVICES	05/15/2019	306.57
01 2620 430 001		asbestos service		153.29
01 2620 430 004		asbestos service		153.28
Total ENVIRONMENTALSERVICES				613.14
	Apr 2019	ESU #7	06/03/2019	11,928.21
01 2141 591 002		psych k-3		973.57
01 2141 591 004		psych4/5		243.39
01 2141 591 005		psych ms		2,096.92
01 2141 591 001		pscy hs		823.79
01 1292 591 002		early intv 0-2		499.56
01 1291 591 002		early intv 3-5		1,470.39
01 1200 591 002		superv 3-5		117.63
01 1200 591 002		super k-3		77.89
01 2190 591 001		transition		135.33
01 2190 591 001		center 7		4,313.92
01 1200 591 002		supervision 0-2		39.97
01 1200 591 004		supervision 4/5		19.47
01 1200 591 005		superv ms		206.77
01 1200 591 001		superv hs		421.85
01 2181 591 005		vision-MS		487.76
Total ESU #7				11,928.21
	adobe vip lic	ESU COORDINATIN COUNCIL	06/03/2019	500.00
01 1100 650 001		adobe license		125.00
01 1100 650 002		adobe license		125.00
01 1100 650 004		adobe license		125.00
01 1100 650 005		adobe license		125.00
Total ESU COORDINATIN COUNCIL				500.00
	408964F	FOLLETT SCHOOL SOLUTIONS, INC	06/04/2019	83.63
01 2220 640 001		library		83.63
Total FOLLETT SCHOOL SOLUTIONS, INC				83.63
	4884	HANS SERVICE, LLC	05/28/2019	75.00
01 2620 340 001		repairs-Polk		37.50
01 2620 340 004		repairs-Polk		37.50
	4896	HANS SERVICE, LLC	06/04/2019	184.75
01 2620 340 001		repairs-Polk		92.38
01 2620 340 004		repairs-Polk		92.37
Total HANS SERVICE, LLC				259.75
	74235	HEARTLAND COMMUNICATIONS	05/23/2019	208.00
01 2620 430 002		service		208.00
Total HEARTLAND COMMUNICATIONS				208.00

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Account Number		Detail Description		Amount
	P0871879	HIRERIGHT, LLC	05/13/2019	312.80
01 2710 890 000		drugtest/subscriber fee		312.80
Total		HIRERIGHT, LLC		312.80
	03603490	J W PEPPER & SON INC	05/28/2019	15.05
01 1100 610 001		supplies		15.05
Total		J W PEPPER & SON INC		15.05
	.65806/66199	JENSEN PUBLISHING	05/31/2019	77.21
01 2310 540 000		board advertising		77.21
Total		JENSEN PUBLISHING		77.21
	May 2019 nursing	KLUTE, ANGELA	06/03/2019	662.20
01 2130 340 002		nursing		248.33
01 2130 340 001		nursing		82.78
01 2130 340 004		nursing		82.78
01 2130 340 005		nursing		248.31
Total		KLUTE, ANGELA		662.20
	6277	KSB SCHOOL LAW	05/30/2019	165.00
01 2310 340 000		legal fees		165.00
Total		KSB SCHOOL LAW		165.00
	0665070	MID AMERICAN RESEARCH	05/28/2019	1,230.00
01 2610 610 001		custodial supplies		615.00
01 2610 610 004		custodial supplies		615.00
	0665071	MID AMERICAN RESEARCH	05/10/2019	1,001.50
01 2610 610 002		custodial-Clarks		500.75
01 2610 610 005		custodial-Clarks		500.75
Total		MID AMERICAN RESEARCH		2,231.50
	3164	Myer's Insurance Inc	05/09/2019	148.00
01 2710 520 000		vehicle insur		148.00
Total		Myer's Insurance Inc		148.00
	45650	OFFICE NET	05/24/2019	413.66
01 1100 440 005		copier-Clarks		413.66
	45651	OFFICE NET	05/24/2019	323.14
01 1100 440 001		copier Polk elem		161.57
01 1100 440 004		copier Polk elem		161.57
	45652	OFFICE NET	05/24/2019	313.92
01 1100 440 001		copier HS		313.92
	45653	OFFICE NET	05/24/2019	161.50
01 1100 440 002		copier-Clarks elem		161.50
	918672	OFFICE NET	05/08/2019	199.00
01 1100 610 001		chair-Pekarek		199.00
	918715	OFFICE NET	05/14/2019	135.99
01 1100 610 002		printer ink		68.00
01 1100 610 005		printer ink		67.99
	918885	OFFICE NET	05/14/2019	91.99
01 1100 610 002		printer ink		46.00
01 1100 610 005		printer ink		45.99
	919342	OFFICE NET	05/21/2019	107.00
01 1100 610 002		printer ink-clarks		53.50

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Account Number		Detail Description		Amount
01 1100 610 005		printer ink-clarks		53.50
	919423	OFFICE NET	05/28/2019	1,705.86
01 1100 610 001		printer ink-Polk		852.93
01 1100 610 005		printer ink-Polk		852.93
	919607	OFFICE NET	05/28/2019	137.99
01 1100 610 002		printer ink		69.00
01 1100 610 005		printer ink		68.99
Total OFFICE NET				3,590.05
	473/472/471/522/4 75	OLIVIA AUDIO-VISUAL REPAIR	06/01/2019	2,999.70
01 1100 432 001		computer repairs		926.00
01 1100 432 002		computer repairs		691.23
01 1100 432 004		computer repairs		691.23
01 1100 432 005		computer repairs		691.24
Total OLIVIA AUDIO-VISUAL REPAIR				2,999.70
	May 2019 expenses	PETTY CASH FUND	05/31/2019	1,465.79
01 1190 610 002		pre-k field trip		20.00
01 1100 610 004		4th field trip		126.50
01 3535 610 005		enrichment fieldtrip		56.00
01 1100 580 001		NeTA parking-Hofmann		36.00
01 1100 330 001		NeTA-Hofmann		149.00
01 2130 810 001		nursing conf registr		6.25
01 2130 810 002		nursing conf registr		6.25
01 2130 810 004		nursing conf registr		6.25
01 2130 810 005		nursing conf registr		6.25
01 2510 530 000		postage		143.29
01 1100 810 001		coaches clinic		455.00
01 1100 810 005		coaches clinic		455.00
Total PETTY CASH FUND				1,465.79
	20190530	POLK COUNTY RPPD	05/30/2019	208.70
01 2610 622 002		Clarks		104.35
01 2610 622 005		Clarks		104.35
	20190530-0001	POLK COUNTY RPPD	05/30/2019	1,957.55
01 2610 622 002		clarks		978.78
01 2610 622 005		clarks		978.77
	20190530-0002	POLK COUNTY RPPD	05/30/2019	62.18
01 2610 622 002		clarks monthly		31.09
01 2610 622 005		clarks monthly		31.09
	hwy 92-June 2019	POLK COUNTY RPPD	05/30/2019	22.62
01 2610 622 001		hwy 92		22.62
Total POLK COUNTY RPPD				2,251.05
	20190604	POLK LIGHT & WATER DEPT	06/04/2019	3,768.38
01 2610 410 001		water/sewer		196.18
01 2610 410 004		water/sewer		196.17
01 2610 622 001		electricity-Polk		2,432.53
01 2610 622 004		electricity-Polk		943.50
Total POLK LIGHT & WATER DEPT				3,768.38
	May 2019	POLK SERVICE & REPAIR	05/31/2019	35.49
01 2610 610 001		custodial		35.49

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Total POLK SERVICE & REPAIR				35.49
	2932510	PRESTOX (J.C. EHRLICH CO., INC.)	05/14/2019	84.21
01 2620 430 001		pest control		42.11
01 2620 430 004		pest control		42.10
Total PRESTOX (J.C. EHRLICH CO., INC.)				84.21
	20190530	SAM'S CLUB	05/30/2019	33.96
01 3535 610 005		enrichment		33.96
Total SAM'S CLUB				33.96
	Missoula accompanist	SAMUELS, MARY JANE	05/28/2019	140.00
01 1100 610 002		supplies		140.00
Total SAMUELS, MARY JANE				140.00
	20190604	STROMSBURG WATER & CONDIT	05/14/2019	48.00
01 2610 610 001		custodial		24.00
01 2610 610 004		custodial		24.00
Total STROMSBURG WATER & CONDIT				48.00
	222336	TIME MANAGEMENT SYSTMS	06/03/2019	67.50
01 2510 610 000		monthly		67.50
Total TIME MANAGEMENT SYSTMS				67.50
	hard drive	TONNIGES, BRIAN	05/30/2019	101.05
01 2320 610 000		hard drive		101.05
Total TONNIGES, BRIAN				101.05
	108526340	ULINE	05/10/2019	1,234.54
01 2610 610 002		ladder-clarks		617.27
01 2610 610 005		ladder-clarks		617.27
Total ULINE				1,234.54
	2142638	US FOODS DBA THOMPSON COMPANY, THE	05/28/2019	142.01
01 2610 610 001		non food-Polk		71.01
01 2610 610 004		non food-Polk		71.00
	2151021	US FOODS DBA THOMPSON COMPANY, THE	05/28/2019	110.56
01 2610 610 001		non food-Polk		55.28
01 2610 610 004		non food-Polk		55.28
Total US FOODS DBA THOMPSON COMPANY, THE				252.57
	20190605	VILLAGE OF CLARKS	05/31/2019	55.00
01 2610 410 002		water-sewer Clarks		27.50
01 2610 410 005		water-sewer Clarks		27.50
	20190605-0001	VILLAGE OF CLARKS	05/31/2019	77.00
01 2610 410 002		water-sewer Clarks		38.50
01 2610 410 005		water-sewer Clarks		38.50
Total VILLAGE OF CLARKS				132.00
	20190603	WALMART COMMUNITY/SYNCB	06/03/2019	107.56
01 1100 610 001		HS fcs		107.56
Total WALMART COMMUNITY/SYNCB				107.56

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	20190530	WINDSTREAM	05/29/2019	52.67
01 1100 382 001		distance learning		52.67
Total WINDSTREAM				52.67
	20190530	WINDSTREAM	05/20/2019	287.54
01 2510 530 000		telephone-Polk		287.54
Total WINDSTREAM				287.54
	20190530	WINDSTREAM	05/20/2019	155.86
01 2510 530 000		telephone-HS		155.86
Total WINDSTREAM				155.86
	20190530	WINDSTREAM	05/22/2019	94.31
01 2510 530 000		fax line-supt ofc		94.31
Total WINDSTREAM				94.31
	20190530	WINDSTREAM	05/24/2019	94.31
01 2510 530 000		fax line-HS		94.31
Total WINDSTREAM				94.31
Fund Number 01				83,335.86
Checking Account ID 01				83,335.86

AFLAC 308.10  
Waddell & Reed 300.00  
125 Plan 1445.82  
BCBS 53160.52  
Horace Mann 495.00  
Activity Fund 1096.45  
Ameritas 245.84  
Comerstone 161,581.84  
IRS 50,584.20  
NE Dept Rev 7,239.20  
NPERS 43,481.91

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403,274.74

May Receipts

Financial Statement	First State SN	First State MM	Bank of Clarks	Cornerstone MM	Cornerstone Pay
Bank Balance/April	\$244,599.61	\$1,638,445.24	\$3,465.48	\$74,129.73	\$10,603.12
Deposits for month	\$420,000.00	\$1,335,497.74	\$0.00	\$0.00	\$174,467.47
Interest for month	\$80.14	\$1,228.30	\$1.18	\$22.04	\$0.00
Total available	\$664,679.75	\$2,975,171.28	\$3,466.66	\$74,151.77	\$185,070.59
Disbursements	\$414,095.62	\$420,000.00			\$174,467.47
Bank Balance	\$250,584.13	\$2,555,171.28			\$10,603.12
Outstanding Checks	\$7,985.31				
Bank Balance	<b>\$242,598.82</b>	<b>\$2,555,171.28</b>	<b>\$3,465.48</b>	<b>\$74,151.77</b>	<b>\$10,603.12</b>
Certificates of Deposit		<b>79,474.87</b>	<b>\$80,836.02</b>		

Total Money available **\$3,046,301.36**

June Disbursements \$403,274.74

Receipts:	Budget	May	Last mo Y-T-D	Year to Date	
1100 Taxes	\$4,497,000.12	\$1,049,758.40	\$2,316,758.77	\$3,366,517.17	
1115 Carline tax	\$14,500.00	\$8,111.13	\$1,264.83	\$9,375.96	
1120 Public Power District Sales	\$16,000.00	\$0.00	\$15,892.97	\$15,892.97	in" lieu 5%" (3300)
1125 Motor Vehicle Taxes	\$170,000.00	\$13,106.60	\$136,773.56	\$149,880.16	
1370 Pre-School Tuition	\$0.00	\$120.00	\$1,020.00	\$1,140.00	
1510 Interest	\$7,000.00	\$1,331.66	\$5,974.74	\$7,306.40	
1911 Local License Fees	\$2,000.00	\$0.00	\$300.00	\$300.00	
1925 Categorical Grants	\$0.00	\$0.00	\$6,224.00	\$6,224.00	
1990 Other Local Receipts	\$40,000.00	\$8.00	\$13,128.67	\$13,136.67	
2110 County Fines	\$16,000.00	\$958.45	\$14,686.38	\$15,644.83	
2210 ESU receipts	\$0.00	\$0.00	\$0.00	\$0.00	
3110 State Aid	\$29,645.00	\$2,965.00	\$24,925.02	\$27,890.02	
3120 Sp. Ed. Program	\$160,000.00	\$21,361.00	\$82,791.00	\$104,152.00	
3125 Sp. Ed. Transportation	\$6,000.00	\$0.00	\$15,855.00	\$15,855.00	
3130 Homestead Exemption	\$0.00	\$3,658.75	\$7,345.32	\$11,004.07	
3131 Property Tax Credit	\$260,000.00	\$216,596.51	\$219,874.34	\$436,470.85	
3132 Personal Property Tax Credit	\$3,283.62	\$0.00	\$11,864.98	\$11,864.98	
3180 Pro-Rata Vehicle	\$2,800.00	\$843.41	\$5,667.67	\$6,511.08	
3400 State Apportionment	\$34,000.00	\$0.00	\$28,704.64	\$28,704.64	
3512 Dist Ed Incentive	\$1,438.00	\$0.00	\$1,437.62	\$1,437.62	
3535 High Ability Learners	\$0.00	\$0.00	\$3,500.00	\$3,500.00	
3540 State Early Childhood	\$50,000.00	\$0.00	\$28,747.00	\$28,747.00	
4310 REAP	\$20,000.00	\$0.00	\$0.00	\$0.00	
4505 Title I Part A ESSA	\$30,653.71	\$5,024.76	\$16,706.95	\$21,731.71	
4506 Title 1 Part A Accountability	\$0.00	\$0.00	\$4,624.00	\$4,624.00	
4512 IDEA Part B	\$28,000.00	\$0.00	\$28,605.00	\$28,605.00	
4516 IDEA Preschool (619) Base	\$18,000.00	\$0.00	\$0.00	\$0.00	
4519 IDEA Part B school age	\$0.00	\$0.00	\$52,889.00	\$52,889.00	
4521 IDEA Part B Prop Share	\$1,206.00	\$0.00	\$0.00	\$0.00	
4708 Medicaid	\$0.00	\$0.00	\$1,080.99	\$1,080.99	
4709 NASB Medicaid	\$0.00	\$0.00	\$0.00	\$0.00	
5300 Sale of Property	\$0.00	\$0.00	\$10,742.40	\$10,742.40	
5301 Ins. Adjustment	\$702.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$5,408,228.45</b>	<b>\$1,323,843.67</b>	<b>\$3,057,384.85</b>	<b>\$4,381,228.52</b>	
9000 Hot Lunch/Non Program		\$9,266.65	\$52,628.62	\$61,895.27	

17. Information

18. Adjournment

Motion to adjourn meeting at 8:50p Passed with a motion by Paul Van Housen and a second by Shane Van Pelt.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

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Chairperson

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Superintendent