



HAY SPRINGS PUBLIC SCHOOL

407 N. Baker Street

P.O. Box 280

Hay Springs, Nebraska 69347

Dr. Sadie Coffey, District Superintendent

Mrs. Tera Digmann, PK-12 Principal

Mrs. Nichole Marcy, Activities Director



July 2026

Superintendent's Board Report

Superintendent's Update

July has been focused on preparing for a successful opening to the 2026–2027 school year. Major efforts have included handbook revisions, required legislative and policy review/needs determinations, curriculum planning, cybersecurity readiness, facility planning, and preparations for staff return. The following items are provided for Board information, discussion, and action.

Discussion Items

District Operations

Safety Deposit Box

The district's safety deposit box key has been lost, and the box has not been accessed for several years. The bank estimates the cost to drill the lock and replace it will be approximately **\$300**. Travel costs for the contractor (from Omaha) will be covered by the bank.

Recommendation: Authorize opening the safety deposit box so we can inventory its contents and determine whether maintaining the box continues to be necessary or beneficial for the district.

Signature Cards

Updated signature cards for the district's banking accounts will be available during the meeting for the appropriate Board members and district officials to sign.



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ALICAP Cybersecurity

Larel has completed significant work throughout the past year toward meeting ALICAP's cybersecurity standards. We have neared eligibility for ALICAP Cyber Security coverage and associated safeguards and a request for approval has been submitted.

Continued implementation of these cybersecurity measures strengthens district security while reducing organizational risk and protecting student and district information.

Heartland Roofing Preventative Maintenance Agreement

Heartland Roofing has presented a preventative maintenance proposal designed to extend the life of district roofing systems while reducing unexpected repair costs.

Services include:

- Annual roof inspections
- Preventative maintenance
- Leak detection and repairs
- General roof housekeeping
- Annual facility condition reports
- Long-term repair and replacement recommendations

According to Heartland Roofing, school districts participating in preventative maintenance programs have averaged approximately a 15:1 return on investment through avoided emergency repairs and extended roof life.

This proposal would also support long-range facility planning and future budget development.

Board Planning & Governance

Superintendent/Board Goal Setting

We need to identify potential dates to schedule our annual Superintendent/Board goal-setting workshop with **Marcia Herring**.



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The purpose of this session is to collaboratively establish district priorities, Board goals, and Superintendent performance expectations for the coming year.

Staff Welcome & Appreciation

As we prepare for the start of the school year, I welcome Board input regarding staff appreciation activities during our opening in-service days.

Board members are also encouraged to attend opening events, meals, and staff activities as schedules permit. Your presence and support are greatly appreciated by our staff.

Community Listening Sessions

I would like to begin hosting periodic community listening sessions throughout the district.

The goals of these sessions would be to:

- Strengthen community relationships
- Improve two-way communication
- Increase transparency
- Gather stakeholder feedback
- Continue building trust within our communities

I welcome Board input regarding possible locations, dates, and discussion topics.

Legislative & Policy Updates

The Nebraska Legislature and NASB have released several required policy updates for implementation during the 2026–2027 school year.

Required updates include:

- Computer Science Annual Report requirements
- Updated construction bidding thresholds
- Required Anaphylaxis Policy



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- Library Access and Parent Notification Policy (LB 390)
- Annual Bullying Policy Review
- Additional post-legislative policy revisions

Several of these policies require Board approval before the start of the upcoming school year.

Depending upon timing, we may need to schedule a special Board meeting to ensure all statutory deadlines are met.

Supporting documentation is included with this month's Board materials.

Board Professional Development

Upcoming professional development opportunities include:

- NASB Area Meetings (*see attached information*)
- Board Candidate Workshops (*see attached information*)
- Nebraska State Education Conference (*see attached information*)

Action Items

Handbooks

Student Handbook

Proposed revisions are highlighted in yellow.

Major revisions include:

- PK instructional time (Page 3)
- Extracurricular participation (Pages 10 & 20)
- Lice procedures (Page 15)

Early Childhood Handbook



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Proposed revisions are highlighted in yellow.

Major revision:

- PK instructional time (Page 4)

Staff Handbook

No policy or procedural changes are recommended at this time.

Curriculum Purchases

Approval is requested for curriculum purchases exceeding \$5,000.

These additional expenditures are primarily the result of larger-than-anticipated class sizes and increased consumable material needs.

Even with these additional purchases, the district remains well within the overall curriculum budget previously approved by the Board.

Policy Approval

Approval is requested for the following policies as presented:

- Student Fees
- Parent & Family Engagement
- Wellness

Future Board Meeting Enhancement

Beginning with future Board meetings, each agenda item requiring Board consideration will include an Executive Summary modeled after NASB best practices.

The Executive Summary will provide Board members with a concise overview including:



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- Purpose of the agenda item
- Recommended Board action
- Legal authority
- Supporting data
- Fiscal impact
- District goals supported
- Superintendent recommendation
- Suggested motion

The goal is to provide consistent, transparent information that supports informed Board decision-making while improving meeting efficiency.

Executive Summary Example

- ❖ *Executive Summary for Agenda Item: Set School Meal Prices*
 - *Prepared by: Superintendent*
 - *Proposed Action:*
 - *___ Information Only*
 - *___ Presentation/Discussion*
 - *_X_ Discussion/Action by Board of Education*
 - *___ Presentation/Discussion/Future Board Action*
 - *Proposed Need: Approve lunch prices with increases for breakfast and adult lunch prices*
 - *Authority for Item: Simple majority*
 - *Data/Alternatives: PLE tool (created by NDE nutrition services that calculates what the school supplements via General Fund into the School Nutrition Fund and evaluates the costs of each meal based on the state suggested prices) we should increase our prices.*
 - *Do not increase by more than 10 cents per year*
 - *Suggested PLE increase remains over that 10 cents*
 - *Last year we increased PK-6 lunch only*
 - *Conference Comparability: we are below average on all breakfast fees (\$1.71-\$1.87) and adult lunches (\$3.76)*
 - *Meal Prices:*



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- PK-6 Breakfast: \$1.50 \$1.60
- 7-12 Breakfast: \$1.60 \$1.70
- Adult Breakfast: \$1.75 \$1.80
- Extra Breakfast: \$0.50

-
- PK-6 Lunch \$2.60
 - 7-12 Lunch: \$2.85
 - Adult Lunch: \$3.50 \$3.60
 - Extra Main Dish: \$0.50
 - Extra Bread/Cookie: \$0.25

-
- Extra Milk: \$0.35

- Fiscal Impact: General Fund subsidizes approximately 20K+ of the lunch fund per year
- Building level: PK-12
- Goal impact: To create a strategic, financial budgetary plan that encompasses 5-10 year planning, savings, and the increase of cash on hand
- Summary: The table above shows the current prices in black and the suggested prices to be considered in red.
- Superintendent Recommendation: I recommend an approval of increasing meal prices as outlined above in red.
- Suggested Motion: To increase the breakfast fees to \$1.60 for PK-6, \$1.70 for 7-12, \$1.80 for adults, the adult lunch to \$3.60, and to have all other meal fees stand as stated in the handbook.



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17 July 2026

Principal's Board Report

- I have worked 4 days so far this July. I am starting back full time July 20. Normally I start when we go to Admin Days and then we have a week between our return and the start of school - this year we return on Friday and staff returns the following Tuesday. Dr. Coffey and I have had a little time to work together, but we will need the week before Admin Days to prepare for the start of school.
- Mindie Starke is doing a great job as our new secretary. She has a lot to learn, but learns very quickly and is not afraid to ask questions. I am impressed with how much she has already accomplished.
- I also want to recognize the work Kim Marx has done this summer. She has put in a lot of time helping us with summer school, student schedules, Infinite Campus, working with our new secretary and numerous other things. She has been an asset this summer.
- Curriculum orders have been a bit of a challenge - having all new reps is frustrating, but I believe there is only 1 I am still working with to get materials here. The others I have gotten order confirmation and/or shipping information.
- Before Mr. Clear left, he and I sat down and worked through some final numbers for summer ordering. I believe we have stayed under the final number and were able to purchase almost everything the staff requested including requisitions, needs and wants. There are a few things I hope to have a budget for next summer, but I believe most furniture has been updated and after purchases this summer all classrooms have matching furniture and I think look very good. We are just waiting for our chair orders to arrive.
- This year we are trying something new with back to school information. We have compiled packets for each family. In the packet is all the information families need as well as all of the forms that need to be filled out. The only forms we did not include are the ones that parents get at the conclusion of the activities/athletic parent meeting. We were fearful that if we included those parents may not attend the meeting.
- This coming year I would like to bring back the tradition of seniors painting the wall in front of the school. We had the custodians powerwash it and paint it gray in preparation (it needed to be cleaned up anyway). Seniors will have to get approval for their art, and then I will supervise the project. I want to have them paint this fall so their art is up all year, then we can repaint it next summer in preparation for the next senior class.



1706 N 203rd St
Elkhorn, NE 68022
hrcroof.com

HEARTLAND ANNUAL SERVICE AGREEMENT FOR EXISTING ROOFS

OWNER: Hay Springs Public Schools

<u>BLDG DESCRIPTION</u>	<u>ADDRESS</u>	<u>ROOF AREA</u>	<u>ROOF SYSTEM TYPE</u>
Hay Springs School	407 N Baker	40,498 sq ft	Various
Lister Sage Community Bldg		14,744 sq ft	Standing Seam

Initial Contract term will be for 5 years beginning on August 1, 2026 and expiring on July 31, 2031. Contract will be billed quarterly. Any additional square feet added will be billed at the Service Agreement Rate of \$.08/sq. ft.

TOTAL SQUARE FEET OF ROOFING IN REGION: 55,272 sq. ft.

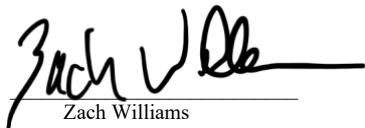
SERVICE AGREEMENT RATE: \$.08/SQ. FT. (+IRS published mileage rate for appropriate sites)

ANNUAL SERVICE AGREEMENT PRICE: \$5,122

ACCEPTANCE

HEARTLAND ROOFING CONSULTANTS

By:


Zach Williams

By:

Its:

Owner

Its:

Date:

7/14/2026

Date:



HEARTLAND ROOF MAINTENANCE PROGRAM

FEATURES & BENEFITS

<u>FEATURE</u>	<u>PROVIDER</u>	<u>BENEFIT</u>
1. EMERGENCY LEAK NUMBER	HEARTLAND RFG. CONS. PHONE ANSWERED 24/7	*IMMEDIATE RESPONSE TO YOUR EMERGENCY
2. REPAIR & MAINTENANCE SPECIFICATIONS	HEARTLAND TO CONTRACTOR	*REDUCES RE-WORK *ESTABLISHES STANDARDS & QUALITY EXPECTATIONS *ENSURES CORRECT MATERIALS ARE USED
3. SCHEDULED ANNUAL HOUSEKEEPING	HEARTLAND RFG. CONS.	*REDUCES ROOF PUNCTURES, PLUGGED DRAINS AND GUTTERS *MAXIMIZES ROOF CYCLE LIFE
4. SCHEDULED ANNUAL PREVENTIVE MAINTENANCE	HEARTLAND RFG. CONS.	*PROTECTS INTERNAL OPERATIONS FROM DISRUPTIONS DUE TO LEAKS *REDUCES POTENTIAL FOR LEAKS *REDUCES EMERGENCY REPAIR COSTS *PROTECTS ROOFING INVESTMENT
5. PROJECT OVERSIGHT (ADDITIONAL FEE TO PM)	HEARTLAND RFG. CONS.	*QUALITY CONTROL *SPEC PREP *BIDDER VETTING

SCHEDULED HOUSEKEEPING

INSPECT AND PROPERLY DISPOSE OF ALL INCIDENTAL DEBRIS FROM THE ROOF MEMBRANE, DRAINS, GUTTERS AND SCUPPERS. DEBRIS TO BE DISPOSED OF ON SITE.

ANNUAL PREVENTIVE MAINTENANCE

INCLUDES THE FOLLOWING:

METAL EDGE FLASHINGS:

- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN/SPLIT FLASHING STRIP-INS REPAIRED WITH APPROPRIATE MATERIALS.
- METAL EDGE CLEATS AND CLIPS WILL BE RE-SECURED.

PARAPET WALL AND COUNTER-FLASHING SYSTEMS:

- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- BREAKS, TEARS AND SPLITS IN FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- COAT ALL EXPOSED REINFORCING MEMBRANE WITH APPROVED MASTIC.
- EXPOSED FASTENERS WILL BE RE-SEALED.
- VOIDS IN TERMINATION BARS, COUNTER-FLASHINGS AND PARAPET CAP WILL BE CLEANED & RE-SEALED.
- RE-SECURE TERMINATION BARS AND COUNTER-FLASHINGS.
- CHECK AND RE-SECURE LOOSE METAL COPING CAPS TO CLEATS.

EQUIPMENT/PROJECTION FLASHING COMPONENTS:



- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN OR SPLIT FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- UNSECURED ROOFTOP EQUIPMENT WILL BE SECURED.
- EXPOSED FASTENERS WILL BE TIGHTENED AND RE-SEALED.
- TERMINATION BAR AND COUNTER-FLASHINGS WILL BE SEALED.
- ALL PITCH PANS WILL BE RE-FILLED AND TOPPED OFF.
- METAL PROJECTIONS, HOODS AND CLAMPS WILL BE CHECKED AND RE-SEALED.

ROOF MEMBRANE:

- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN OR SPLIT FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- ALL MEMBRANE REPAIRS WILL FOLLOW THE MANUFACTURER'S WRITTEN REPAIR AND MAINTENANCE GUIDELINES.
- DRESS-UP REFLECTIVE COATINGS ON FLASHINGS.
- COAT ALL EXPOSED REINFORCING MEMBRANE WITH APPROVED MASTIC.

DRAINS, GUTTERS AND SCUPPERS:

- CHECK AND RE-SECURE DRAIN BOLTS AND CLAMPING RINGS.
- ADVISE OWNER OF MISSING DRAIN STRAINERS.
- CHECK STRIP-IN AROUND DRAIN LEADS, COAT WITH APPROPRIATE MATERIAL.
- CHECK GUTTER STRAPS, JOINTS AND STRIP-INS.
- CHECK INSIDE AND EXTERIOR OF SCUPPERS FOR OPEN SOLDER OR CAULKING SEALS.

METAL ROOFS:

- CHECK ALL FIELD LAPS AND CAULK AS NECESSARY
- CHECK ALL FASTENER HEADS AND RE-TIGHTEN AS NECESSARY
- CHECK FOR PANEL CORROSION
- CHECK GUTTER STRAPS, JOINTS AND STRIP-INS
- CHECK INSIDE GUTTERS FOR JOINT FAILURE AND CORROSION



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

FIRST SET OF 2026 POLICY UPDATES

Over the past several years, the Nebraska Legislature enacted several measures that will take effect during the 2026-2027 school year. In anticipation of these changes, we are sending the first set of policy updates to give boards and administrators time to review and plan for next year. As always, please do not hesitate to contact us with any questions or concerns.

1. Policy 1040 – Annual Report. Neb. Rev. Stat. § 79-3305 now requires an annual “computer science and technology education status report” to the School Board. The deadline to complete the first report is December 1, 2026.

2. Policy 3540 – Bidding Construction Projects. Neb. Rev. Stat. § 81-3445 requires the State Board of Engineers and Architects to adjust the threshold for architects or engineers on construction projects. The Board adjusted this amount to \$144,000, which is now reflected in Policy 3540.

3. Policy 5601 – Asthma, Anaphylaxis and Allergic Reaction Protocol. Neb. Rev. Stat. § 79-227 requires each Board to adopt an anaphylaxis policy by July 1, 2026. The anaphylaxis policy must also be included in the Student Handbook, beginning in the 2026-2027 school year. In addition, DHHS issued a new guidance document for anaphylaxis that does not need to be adopted into Board Policy but can be shared with your staff.

4. Policy 7050 – Bids and Contracts. Neb. Rev. Stat. § 73-106 requires the State Board of Education to adjust the bidding threshold once every five years. The State Board adjusted this amount to \$136,000, which is now reflected in Policy 7050.

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to
Neb. Rev. Stat. § 84-901.03

Anaphylaxis Response Policy Guidance Document

Effective 7/1/2026

The purpose of the Guidance Document is to assist licensed child care providers in adopting policy to address EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS), as stated in Neb. Rev. Stat. § 71-1913.04 and § 71-1965

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications. **LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:

- Chest tightness.
- Wheezing.
- Severe shortness of breath.
- Retractions (chest or neck “sucked in”).
- Cyanosis (lips and nail beds exhibit a grayish or bluish color).
- Change in mental status, such as agitation, anxiety, or lethargy.
- A hunched-over position.
- Breathlessness causing speech in one-to-two-word phrases or complete inability to speak.

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives.
- Abdominal: pain, nausea and vomiting, diarrhea.
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction.
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse).
- Mental status: apprehension, anxiety, restlessness, irritability.

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Prescribing Health Care Practitioner

Date

When signed by a licensed prescribing health care practitioner, these orders shall serve as a prescription as defined in Neb. Rev. Stat. § 71-2475 for emergency use for epinephrine auto injectors and nebulized albuterol to be used accordingly.

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Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Nebraska Department of Education Rule 10. The Annual Report shall be distributed or made available to residents of the School District each year. The report shall include information required by NDE Rule 10 and applicable NDE guidance. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Nebraska Department of Education, when appropriate. The external team visits shall be conducted at least once each five years.

At least annually, the Superintendent or designee shall provide a computer science and technology education status report to both the Board of Education and Nebraska State Department of Education. The annual report may include information about student progress on the computer science and technology courses and other relevant measures of student progress in the areas of computer science and technology education. To the extent appropriate, computer science education data may be incorporated into the District's Annual Report and considered as part of the District's ongoing school improvement planning process.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

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Neb. Rev. Stat. § 79-3305

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred ~~nine-thirty-six~~ thousand dollars (\$~~109136~~,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred ~~and eighteen~~forty-four thousand dollars (~~\$118~~144,000), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

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

Date of Adoption: [Insert Date]

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

Date of Adoption: [Insert Date]

StudentsAsthma, Anaphylaxis, and Allergic Reaction Protocol

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction (including anaphylaxis) and use of an EpiPen and albuterol. These regulations and protocols shall also ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol.

The Superintendent or designee shall further develop and implement protocols to address anaphylaxis and the emergency use of epinephrine at school buildings and school-sponsored activities. A school nurse or trained staff member may administer epinephrine to any individual believed to be experiencing anaphylaxis. These protocols will also address the District's response, documentation, notification, and reporting any instances of administering epinephrine. The District will continue to implement individualized health or Section 504 plans for students with known severe allergies, and nothing in this policy limits rights or accommodations under Section 504, the ADA, or the IDEA.

Legal Reference: NDE Rule 59.006
Neb. Rev. Stat. § 79-227

Date of Adoption: [Insert Date]

**~~WAIVER OF EMERGENCY RESPONSE TO
LIFE THREATENING ASTHMA OR
SYSTEMIC ALLERGIC REACTIONS PROTOCOL~~**

[Name] Public School District

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

~~I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session.~~

~~After considering the school policy and the best interests of my child, _____, I do not wish to have him/her given or administered albuterol or medication from an Epi Pen by school personnel under any circumstances for the 20____-20____ school year.~~

DATED: _____

Signature of Parent/Guardian/Custodian

DATED: _____

Signature of Physician

~~DO NOT~~ return this form **~~without~~** a physician's signature supporting your request to remove your child from the protocol.

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Legal Reference: NDE Rule 59.006
Neb. Rev. Stat. § 79-227

Date of Adoption: [Insert Date]

New ConstructionFacilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$~~109~~136,000, or such sum as adjusted pursuant to Section 73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. Sections 73-101 to 73-106

Date of Adoption: [Insert Date]

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Legal Reference: Neb. Rev. Stat. Sections 73-101 to 73-106

Date of Adoption: [Insert Date]

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LB 390 Analysis: What to Expect and Tips for Planning Ahead

Last year, Nebraska's Legislature passed LB 390, now codified as Neb. Rev. Stat. § 79-533.04.

Under the new law, before the 2026-2027 school year begins, every public school district must adopt a Board Policy that:

1. Requires a "catalog" of all books in the school district's library. The "catalog" must be categorized by school building and accessible for viewing by a student's educational decisionmaker; and
2. Allows educational decisionmakers to be notified when their student checks out a book from the school library, including the book's name, author, and due date.

Note that the law does not require the catalog or notifications to be electronic. Therefore, a school could create or maintain a paper catalog, as long as educational decisionmakers can view that document. Similarly, the notification requirement does not need to be through an app or software, so a school librarian could email or call a parent when their student checks out a book.

As with any new law, there may be more questions than answers. For instance, the law only applies to a "book" that a student "checks out." Under this plain language, the law does not apply to a student who reads a book in the library.

To this end, the statute does not define "book," though the context of the law suggests a traditional book (as opposed to a magazine or other form of media). Still, the statute only applies to "a school library that is located on school district property . . ." The plain reading of this provision suggests that digital resources and e-Books are probably not covered, though a parent may disagree if their student checks out controversial e-Books. If a school does not plan (or have a way) to notify parents of e-Books, the school should clarify that in Board Policy or the Student Handbook.

Further, the law only requires the school provide a parent with the "opportunity" to be notified of the student's checkouts. Therefore, the statute permits parents to opt-in (as opposed to opting out). The opt-in process will need to be outlined in Board Policy and/or the Student Handbook. With that being said, the opt-in process will require a system to track which parents need to be notified. This may raise administrative questions, including on days when the librarian is out of the building.

Still, the “notification” requirement is not entirely clear. A passive process (such as a website that parents can log onto to see their student’s checkout history) probably does not suffice, since the statute requires parents to be “notified.”

The statute also does not differentiate between the “main” school library and classroom libraries. The statute appears drafted to focus only on the “main” school library, though this new law would be a good opportunity to remind staff to be mindful of the books in their classroom libraries.

In terms of the practical implementation of this new law, schools may be wise to begin thinking about how they will comply with the new law by the beginning of next school year (especially those schools that do not have these systems or processes already in place). Some practical suggestions could include:

- i. Deciding whether the school will change or upgrade its library software to comply with these new requirements;
- ii. Determining whether the existing library catalog is accurate and how often the catalog will be updated (and who will update it);
- iii. How the school will handle opt-in requests (paper forms, emails, or a form online), track the parents who “opt in,” how they will be notified, and how those notifications will be handled if the librarian is out on any given day;
- iv. How these processes will be handled consistently across school buildings;
- v. How the school will notify students of this new process; and
- vi. How all of these new requirements will be implemented and followed next year (when there may be new staff to the District).

79-533.04. School library materials; access by parent, guardian, or educational decisionmaker; school board adopt policy.

(1) For purposes of this section, educational decisionmaker has the same meaning as in section 79-530.

(2) Each school board of a public school district shall adopt a policy for implementation at the beginning of the 2026-27 school year, relating to the rights of a parent, guardian, or educational decisionmaker to access school library materials. Such policy shall:

(a) Require the creation of a catalog of all books in the school district's library, categorized by school building, which shall be accessible for viewing by a parent, guardian, or educational decisionmaker of a student attending such school district; and

(b) Provide the opportunity for a parent, guardian, or educational decisionmaker of a student to be notified when the student of such parent, guardian, or educational decisionmaker checks out a book from the school library by means of a website or application notification or by opting in to email notifications. Such notification shall include:

(i) The title of the book checked out by the student;

(ii) The name of the author of the book checked out by the student; and

(iii) The date the book checked out by the student is due to be returned to the school library.

(3) This section shall only apply to a school library that is located on school district property and shall not apply to any other public library regardless if such library contracts with a school district for use by students.

Source: Laws 2025, LB390, § 1.

Effective Date: September 3, 2025

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StudentsSchool Library Materials and Parent Access

The District will provide parents, guardians, and educational decisionmakers access to information regarding books available in the District's school library, and an opportunity to receive notification when their student checks out a library book.

For purposes of this Policy, the "school library" means the collection of books maintained by the District in a library or media center, as designated by the Superintendent or designee, located on school property and managed by District staff for student circulation. The term "school library" does not include: (1) classroom libraries or book collections maintained by individual teachers; (2) instructional textbooks or curriculum materials issued to students; (3) digital instructional materials, online databases, or subscription research services; and (4) materials accessed through a library not managed or supervised by the District. For purposes of this policy, a "book" means a bound or printed work cataloged within the District's school library circulation system.

The District will maintain a catalog of books available in each designated library. Such catalog will be made available for viewing by parents, guardians, and educational decisionmakers through a method designated by the Superintendent or designee.

The District will provide parents, guardians, and educational decisionmakers the opportunity to opt-in to receive notification when their student checks out a book from a designated library. If a parent, guardian, or educational decisionmaker elects to receive such notifications, the District shall provide such notice, which will include the: (1) title of the book; (2) author(s); and (3) date the book must be returned.

Requests to receive library checkout notifications must be submitted through a written request or through a process identified by the Superintendent or designee.

The Superintendent or designee may develop procedures to implement this Policy, and staff, parents, guardians, and educational decisionmakers must follow these procedures.

Legal Reference: Neb. Rev. Stat. §79-533.04

Date of Adoption: [Insert Date]

Thomas M. Haase
James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann
R. J. Shortridge*
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Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
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MEMORANDUM – 2026 SCHOOL DISTRICT ANNUAL POLICY UPDATES

The Legislature adjourned on April 17th this year. This Memo covers the required policy updates that need to be made this summer.

A. REQUIRED POLICY UPDATES

1. **Policy 1110 (“Bulletin Boards”):** LB 429 added new requirements for “equal access” to teachers by professional organizations and teacher associations. Policy 1110 has been updated to ensure that qualifying organizations and associations are granted such access under the new law.
2. **Policy 3560 (“Records Management and Disposition”):** LB 596 updated references in the record retention laws to better reflect current technology and electronic storage capabilities. Policy 3560 has been updated to reflect these changes.
3. **Policy 5004 (“Full-time and Part-time Enrollment”):** LB 937 refined the part-time enrollment statutes to provide greater flexibility for students participating in national and state activities, such as FFA. Policy 5004 has been updated accordingly.
4. **Policy 5005 (“Student Residence, Admission and Contracting for Educational Services”):** LB 937 imposes a new requirement that school districts may not disenroll a student who is the subject of a DHHS investigation. Under this new law, if DHHS notifies a school district that a student may be the victim of abuse or neglect, the district cannot facilitate a student’s withdrawal or transfer to a different school. If a parent or guardian attempts to withdraw or transfer the student during this period, the district must notify DHHS. Policy 5005 incorporates these changes.
5. **Policy 5006 (“Option Enrollment”):** LB 653 amended the option enrollment statutes by requiring the “automatic” acceptance of siblings of option students currently enrolled in a district. Policy 5006 has been updated to reflect this new requirement. Over the next few months, schools should evaluate their option enrollment program and practices to account for these new obligations, as well as review and update option enrollment forms.

6. **Appendix to Policy 5006 (“Option Resolution”):** Similar to the changes made in Policy 5006, the Option Resolution has been updated to reflect the change in LB 653 that removes capacity limitations for option siblings.
7. **Policy 5008 (“Attendance”):** LB 937 amended the student attendance laws to provide that a documented absence from a credentialed health professional shall excuse a student’s absence for that day and not count toward a student’s truancy accumulation. The update to Policy 5008 reflects this change.
8. **Policy 5101 (“Student Discipline”):** LB 653 amended the Student Discipline Act and requires two changes to board policy. First, LB 653 created an exception to the prohibition on suspending young students. Previously, PK-2 graders could only be suspended for bringing a firearm or deadly weapon to school. Now, a PK-2 grader can be suspended for violent behavior. In addition, LB 653 amends the notice requirements for student discipline letters. School administrators should ensure that their student discipline forms and checklists are updated to reflect these new notice requirements.
9. **Policy 5205 (“Graduation”):** Last year, LB 296 amended Nebraska’s graduation statute to provide an exception for students who, at some point during their high school career, were under the supervision of a juvenile court. Policy 5205 incorporates this new statutory exception into the graduation criteria.
10. **Policy 8130 (“Annual Organizational Meeting”):** LB 596 allows each board to designate the method by which they will give advanced public notice of board meetings. The method must be noted in the meeting minutes. At the annual organizational meeting, each board should approve (and note in the minutes) the designated method of giving notice, such as on the district’s website or posting in conspicuous places within the District.
11. **Policy 8342 (“Designated Method of Giving Notice of Meetings”):** LB 596 amends the Open Meetings Act’s notice requirements. Previously, notices of board meetings were required to be published in the newspaper, with several exceptions. Now, notices of regular meetings only need to be published four times per year. Schools that wish to continue publishing monthly notices in the newspaper are free to continue doing so. But for those schools that do not want to be tied to a newspaper each month, notices of the regular meeting schedule need only be published four times a year.

B. RECOMMENDED UPDATES

1. Policy 3130 (“Purchasing Policies”): The Purchasing Policy is important to ensure that Boards have oversight of large purchases in the District, while affording the administration the flexibility to make smaller purchases when needed. However, Policy 3130 does not delineate between purchasing products and expending district funds for ongoing service or renewals previously approved (such as utility bills, insurance renewals, and so forth). To better address the distinctions between these scenarios, each Board may consider updating Policy 3130.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Mobile Tracking: LB 935 added a new crime for surreptitiously tracking someone via a mobile tracking device. The new law includes an exception for a parent tracking their student. Since Policy 1102 (“Recording of Others”) focuses on listening devices (as opposed to tracking devices), no update is necessary to Policy 1102 in response to LB 935. That said, some districts may want to consider how to handle mobile tracking devices at school.

2. Smart Glasses: Some districts have struggled with students wearing smart glasses at school. Policy 6113 (based on LB 140 from last year) bans all “electronic communication devices,” which include smart glasses. However, if your district wants to explicitly include a reference to smart glasses or other technology, you are free to do so within Policy 6113 and/or Policy 5101 (Student Discipline).

3. Swatting: LB 935 also created a new crime of “swatting.” The Student Discipline Act (and Policy 5101) already covers criminal conduct as the basis for student discipline, so Policy 5101 does not need to be updated to add “swatting” as an expellable offense. A district could nonetheless add “swatting” if they wanted to make clear that a swatting incident may be grounds for serious discipline.

D. OTHER CONSIDERATIONS

1. New Centralized Student Record System: Last year, LB 296 addressed changes to the foster system. One of these changes includes new responsibilities for NDE. Beginning July 1, 2026, school districts will be required to share a student’s education records with NDE if the student is under a juvenile court’s jurisdiction, as part of a new centralized records system.

2. New NPERS Retirement Rules: LB 824 changes the public retirement statutes by requiring a 120 day “sit-out” period for employees who retire. As such, any school employee who retires may not work or volunteer for the 120-day period after their retirement date. An employee’s retirement date (for purposes of NPERS) may be deemed to be a date other than the date of the employee’s last workday and is typically “fixed” by the employee’s contract. With this statutory change occurring on May 1, 2026, it may be worth revisiting your 2026-2027 staff contracts to ensure that end dates align with an employee’s final day of work.

3. Pink Postcard Process: LB 384 requires at least one voting member of the board to attend this year's "pink postcard" hearing for those participating districts. After this fall, the "pink postcard" process will end, and all districts will be required to participate in the new LB 803 hearing in July 2027. This change does not require any policy updates.

4. Open Meetings Act Posters: LB 596 removed the requirement that a copy of the Open Meetings Act be "posted" in the meeting room. Boards now have the option to continue posting the Open Meetings Act or simply making the Open Meetings Act available to someone who wants to review it. Since no policy requires the posting of the Open Meetings Act, this does not require any policy change.

5. Veteran's Preference Reminder: As a reminder, all public employers in Nebraska are required to note that any open employment positions are "subject to a veteran's preference."¹ This summer would be a good time to ensure that your application system complies with this requirement.

6. ADA Website Accessibility Deadline Delayed: Recently, the U.S. Department of Justice announced that the compliance deadlines for the new website accessibility requirements will be delayed for one year. As a result, for entities with a total population of 50,000 or more, their website must be in compliance by April 26, 2027. For those entities with a total population of less than 50,000, the new deadline is April 26, 2028. No policy needs to be updated to reflect this new deadline.

7. Food Color Additives: LB 940 prohibits certain food color additives as part of a school meal, effective August 1, 2027. Since food additives are not referenced in any policy, there will not be a policy update in response to LB 940.

8. Workplace Safety Committee Changes: LB 397 amends the workplace safety statutes. Previously, school districts were required to establish a safety committee through the collective bargaining process. LB 397 revises the statute to permit (not require) the safety committee through the collective bargaining process. School districts could remove the safety committee provision from the Negotiated Agreement next year, if they do not want the safety committee within the Negotiated Agreement.

9. Hunger Free Schools Act: LB 966 created the Hunger Free Schools Act pilot program. There is no policy update or change required for schools to apply to participate in the program.

10. Updates to Nebraska's Controlled Substances Act: LB's 877 and 795 updated the list and schedules for controlled substances in Nebraska. However, school policies do not require an exhaustive list of banned or unlawful substances at school, so the updates to these laws do not require a policy change.

¹ Neb. Rev. Stat. § 48-227.

11. Human Relations Training Requirements: LB 1022 repealed the human relation requirement for certain teaching certificates, including substitute teachers. This new law will not result in any change to policy.

As always, please let us know if you have any questions or concerns.

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

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Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$90,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$90,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. The purchasing limits or requirements set forth in this policy may be waived in the event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting. ~~These purchasing limits or requirements will not apply in the event of a time-sensitive purchase, or a purchase where these requirements would not reasonably or practically apply, as long as the Superintendent obtains prior approval from the Board President, and the Board of Education subsequently ratifies said purchase at a subsequent Board meeting.~~
5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or Superintendent shall be personally liable for payment for the supplies or equipment purchased.

6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
7. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of goods shall follow the thresholds and procedures set forth above. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's

purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

- i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
- ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
- iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
 Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: [Insert Date]

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Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. ~~District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.~~
4. ~~Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.~~
5. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients

of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Neb. Rev. Stat. Sections 84-1201 to 84-1227

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts

Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

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Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts
Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in [Name] Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the

educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status._
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled,~~including as applicable State or District wide assessments, as full-time students.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required

by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. ~~Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

(a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.

(b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.

(c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the

equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in [Name] Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the

educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status._
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526

Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in

Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS,

whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
 Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee
 parent)
 Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
 NDE Rule 19

 LB 937 (2026)

Date of Adoption: [Insert Date]

StudentsStudent Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in

Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS,

whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
 Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee
 parent)
 Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
 NDE Rule 19
 LB 937 (2026)

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and ~~Time Lines~~ Timelines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment ~~during~~ the following ~~and subsequent~~ school ~~years~~ year (the "application period~~2~~"), ~~unless otherwise permitted by law.~~

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline ~~will~~ may be waived by the School District for applications to option into the [Name] Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

Option 2 (Limited Deadline Waiver):

The application deadline will not be waived by the School District for applications to option into the [Name] Public School District, except in the following circumstances:

1. ~~Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending [Name] Public Schools as of the time the application is filed. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending the School District and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different

district as an option student, the student's current option district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected ~~in the event if~~ the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by ~~acceptance of~~ accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected ~~in the event if~~ the application is not filed on or before ~~the April 1st immediately preceding the school year in which enrollment is sought~~ March 15, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event if~~ the student has exhausted ~~their~~ the number of allowable option enrollments ~~in other school districts, as determined by~~ under state law.-
4. Other Reasons: An option enrollment application may be rejected in the event the

Superintendent, the Superintendent's designee, or the School District determines: The application is not ~~submitted on a form prescribed by the State Department of Education, is not~~ completely and accurately ~~filled in~~~~submitted~~, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

D. Priority of Acceptance

Priority shall be ~~accorded in the following order: (1) afforded to~~ those applications required to be given priority by law, ~~(2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.~~

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially at the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

~~D~~E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

EF. Releases for Options Out**Provisions for Release (Choose one or modify as desired):****Option 1 (Release unless Expulsion is Pending):**

A request for release of a resident student or option student currently attending [Name] Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):

A request for release of a resident student of or option student currently attending [Name] Public School District who submits an enrollment option application after March 15, or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. ~~Siblings: A release will be granted where the application would allow the student to attend the same school as a sibling. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
3. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment, and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District.

FG. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different

district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

~~GH.~~ Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

~~HI.~~ Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the [Name] Public Schools and ~~it~~the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

StudentsOption EnrollmentA. Process and Timelines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment in the following school year (the "application period"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

The application deadline may be waived by the School District for applications to option into the [Name] Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

Option 2 (Limited Deadline Waiver):

The application deadline will not be waived by the School District for applications to option into the [Name] Public School District, except in the following circumstances:

1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.
3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix “1”), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before March 15, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted the number of allowable option enrollments under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or

rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a “sibling” means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling’s application received after the deadline.

D. Priority of Acceptance

Priority shall be afforded to those applications required to be given priority by law.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially at the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

F. Releases for Options Out

Provisions for Release (Choose one or modify as desired):

Option 1 (Release unless Expulsion is Pending):

A request for release of a resident student or option student currently attending [Name] Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):

A request for release of a resident student of or option student currently attending [Name] Public School District who submits an enrollment option application after March 15, or any other statutory deadline will be granted only on the following conditions:

1. Kindergarten: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. Educational Programming: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment, and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent's designee.
3. No Pending Expulsion: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District.

G. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the [Name] Public Schools and the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [Insert Date]

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
 - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and
- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: [Insert Date]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - 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:

- The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral ~~or~~and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard ~~and~~; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

- the behavior moving forward, including strategies to maximize the student's continued participation in school..
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of: (i) the

student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court,

or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~ pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school,~~ unless the student (1) brings a deadly weapon ~~onto~~ school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity. ~~Instead, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances,~~ the Principal or ~~Principal's~~ designee ~~may~~shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade. A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be~~ expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it

occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a

school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such

modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved

credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
 - i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay

writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

- 1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the

decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Date of Adoption: [Insert Date]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - 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:

- The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

- the behavior moving forward, including strategies to maximize the student's continued participation in school..
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the

student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's

probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be expelled in accordance with this Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting

it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an

- expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national

origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test

- before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program

without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It

includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with

the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a [Name] Public Schools diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions, except as otherwise required by state law. Students who graduate from [Name] Public Schools must accumulate 200 hours. The total graduation requirements must include the following core curriculum:

English Language Arts	40	Semester Hours
Science	30	Semester Hours
Math	30	Semester Hours
Social Studies	30	Semester Hours
Physical Education	10	Semester Hours
Required	110	Semester Hours
Electives	90	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Legal Reference: Neb. Rev. Stat. Sec. 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: [Insert Date]

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Legal Reference: Neb. Rev. Stat. Sec. 79-729
 Neb. Rev. Stat. Sec. 79-3003
 NDE Rule 10

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections

- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings~~Consider, discuss and take action to select District newspaper(s) of record~~
 5. Approval of current Board policies and regulations
 6. Designate date for the annual review of BOE policies
 7. Dissemination to each Board member of conflict of interest statutes
 8. Adjournment

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the [Name] School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after _____ ballots or _____ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections

- a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings
5. Approval of current Board policies and regulations
6. Designate date for the annual review of BOE policies
7. Dissemination to each Board member of conflict of interest statutes
8. Adjournment

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.~~one of the following methods:~~

- ~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~
- ~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

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The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: [Insert Date]

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____

President

Attest: _____

Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

**** Siblings of current option students are exempt from any capacity limits.**

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____

President

Attest: _____

Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

School Board Meeting
June 9th, 2025
6:30 PM
Cafeteria

President Anderson called the regular June meeting of the Hay Springs School District Board of Education to order at 6:31pm. The Pledge of Allegiance followed along with the posting of the Open Meetings law. Per Board policy, publication of Board Meeting Notice was published in the Sheridan County Journal Star and the School Website the week of June 2, 2025. Roll Call was taken with all members except K. Stock present.

Motion to excuse Stock was made by Kearns and seconded by Hughbanks. Roll Call Vote passed 5/0.

Motion to approve the agenda for June 9, 2025 was made by Russell and seconded by Kearns. Roll Call Vote passed 5/0.

Admin Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Director of Student Services – Mrs. Marx
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

There were no public comments.

XI. Discussion Items

- Lister Sage
- Beef to Lunch
- Finance Committee
- Hand book changes
 - Staff
 - Student
- Legislative Updates
- Calendar Changes
- Curriculum purchase

XII. Action Items

- Motion to approve the Meeting Minutes for the May 19 2025 regular Meeting was made by Russell and seconded by Kearns. Roll Call Vote passed 5/0.
- Motion to approve the May ending Financial Account Summaries/Balances, June Payables in the amount of \$49,851.53 and June Payroll Liabilities in the amount of \$245,819.82 was made by Russell and seconded by Hughbanks. Roll Call Vote passed 5/0.

- Motion to approve the first reading of School Board Policies 607.01 through 611.04 was made by Hughbanks and seconded by Russell. Roll Call Vote passed 5/0.
- Motion to approve the second reading of School Board Policies 605.06 through 606.09 was made by Kearns and seconded by Milne. Roll Call Vote passed 5/0.
- Motion to approve the first reading of School Board Policy revisions 502.01, 502.02, 504.06, 504.12, 506.01, 506.10, 507.05, 507.05R1, 508.18, 604.16, 604.16R1, 605.05, 1005.03, 1005.13 with 504.12 as amended, was made by Russell and seconded by Kearns. Roll Call Vote passed 5/0.
- Motion to approve proposed calendar changes for 2025-26 was made by Hughbanks and seconded by Milne. Roll Call Vote passed 5/0.
- Motion to approve Curriculum purchase as listed below was made by Russell and seconded by Kearns. Roll Call Vote passed 5/0.

Renewals

Wonders – 1 yr.	\$ 3,212.64
Renaissance – 1 yr.	\$ 3,383.00
Math Expressions- 6yr.	\$ 3,175.20
(24 additional licenses)	
Spanish- 3 classes	\$13,800.00
D'Nealian – subscription	\$ 1,230.14

New

9-12 Science – Science Lab- 1 yr. (pilot)	\$ 1,152.90
6-8 ELA – 7 yr.	\$29,727.76
9-12 ELA – 7 yr.	\$34,787.00

Total	\$90,468.64
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President Anderson adjourned the meeting at 8:22 pm.

XVI. July agenda items

- Budget work session June 24 @6:30pm
- Public forum

School Board Meeting
July 14th, 2025
6:30 PM
Cafeteria

President Anderson called the regular July meeting of the Hay Springs School District Board of Education to order at 6:30pm. The Pledge of Allegiance followed along with the posting of the Open Meetings law. Per Board policy, publication of Board Meeting Notice was published in the Sheridan County Journal Star and the School Website the week of July 7, 2025. Roll Call was taken with J. Anderson, D. Russell, K. Stock, M. Kearns and K. Hughbanks present. Motion to excuse Milne made by Russell and seconded by Kearns. Roll Call Vote passed 5/0.

Motion to approve the agenda for July 14, 2025 made by Russell and seconded by Stock. Roll Call Vote passed 5/0.

VIII. Administrative Reports

Admin Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Director of Student Services – Mrs. Marx
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

There were no public comments.

Motion to recognize Milne's arrival at 6:42 pm made by Russell and seconded by Stock. Roll Call Vote passed 5/0.

X. Discussion Items

- Lister Sage
- Beef to Lunch
- Finance Committee
- Building and Grounds
- Budget Work session - schedule
- Handbooks

XI. Action Items

- Motion to approve the Meeting Minutes for the June 9 2025 regular Meeting made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- Motion to approve the June ending Financial Account Summaries/Balances, July Payables in the amount of \$136,486.03 and July Payroll Liabilities in the amount of \$231,874.33 made by Kearns and seconded by Stock. Roll Call Vote passed 6/0.
- Motion to approve second reading of School Board Policies 607.01 through 611.04 made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.

- Motion to approve second reading of School Board Policy revisions 502.01, 502.02, 504.06, 504.12, 506.01, 506.10, 507.05, 507.05R1, 508.18, 604.16, 604.16R1, 605.05, 1005.03, 1005.13 made by Hughbanks and seconded by Stock. Roll Call Vote passed 6/0.
- Motion to approve purchase of music risers for the cost of \$8,343.23 made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.
- Motion to approve purchase of Suburban for the cost of \$61,500.00 and to sell by closed bids old suburban, made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- Motion to approve 2025-26 Early Childhood Handbook made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.
- Motion to approve 2025-26 Staff Handbook made by Hughbanks and seconded by Russell. Roll Call Vote passed 6/0.
- Motion to approve 2025-26 Discipline Matrix made by Kearns and seconded by Russell. Roll Call Vote passed 6/0.
- Motion to approve 2025-26 Student Handbook made by Hughbanks and seconded by Russell. Roll Call Vote passed 6/0.
- Motion to approve 2025-2026 Student Fees made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- Motion to enter into Executive Session made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.

President Anderson declared the Board in Executive Session at 7:24 pm.

Executive Session

- Extended Contract
- Exit Executive Session

President Anderson declared the Board out of Executive Session at 7:59 pm.

Action Items

- Motion to exit Executive Session made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0
- Motion to approve Extended Contract for Mrs. Digmann made by Milne and seconded by Kearns. Roll Call Vote passed 6/0

President Anderson adjourned the meeting at 8:00 pm.

Next meeting Date:

August 11th, 2025 @ 6:30 pm

August agenda items

- Budget work session
- Public forum

**Hay Springs Public School
School Board Meeting
December 10th, 2025
6:30 PM
Cafeteria**

President Anderson called the regular December meeting of the Hay Springs School District Board of Education to order at 6:34 pm. The Pledge of Allegiance followed along with the posting of the Open Meetings law. Per Board policy, publication of the Board Meeting notice was published the week of December 1, 2025. Roll Call was taken with J. Anderson, D. Russell, K. Stock, M. Kearns, K. Hughbanks, and T. Milne present. Motion to approve the agenda for December 8, 2025 was made by Kearns and seconded by Russell. Roll Call Vote passed 6/0.

Admin Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

There were no public comments.

Discussion Items

- Lister Sage
- Beef to Lunch
- Finance Committee
- Elevator
- Superintendent Evaluation
- Negotiations
- Payment of Bus Certification discussion
- AQuESST Ratings

Action Items

- Motion to approve the Meeting Minutes for the November 10thth 2025 Regular Meeting was made by Hughbanks and seconded by Stock. Roll Call Vote passed 6/0.
- Motion to approve the November ending Financial Account Summaries/Balances, November Payables in the amount of \$52,058.95 and December Payroll Liabilities in the amount of \$257,841.25 was made by Stock and seconded by Kearns. Roll Call Vote passed 6/0.
- Motion to approve first reading of policies 605.06 through 606.06R2 was made by Russell and seconded by Milne. Roll Call Vote passed 6/0.
- Motion to approve motion to transfer \$60,000 from the general fund to the activities fund was made by Kearns and seconded by Stock. Roll Call Vote passed 6/0.
- Motion enter into executive session was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- President Anderson declared the Board in executive session at 7:55 pm.

Executive Session

- Discuss Superintendent's Evaluation
- Set goals for the 2025-26 school year for Superintendent Clear
- Discuss Teacher Negotiations

President Anderson declared the Board out of executive session at 9:10 pm.

- Motion to exit Executive Session was made by Stock and seconded by Hughbanks. Roll Call Vote passed 6/0.

Action Items

- Motion to approve Superintendent Evaluation was made by Russell and seconded by Stock. Roll Call Vote passed 6/0.
- Motion to approve Negotiated Agreement with teachers for the 26-27, 27-28 school years was made by Hughbanks and seconded by Kearns. Roll Call Vote passed 6/0.

President Anderson adjourned the meeting at 9:13 pm.

Next meeting Date:

Regular Board Meeting – January 12, 2026 @ 6:30 p.m.

January Agenda Items

- Approval of Nebraska content standards

**Hay Springs Public School
SCHOOL BOARD MEETING
January 12, 2026
6:30 p.m.
Cafeteria
REGULAR MEETING AGENDA**

President Anderson called the regular January meeting of the Hay Springs School District Board of Education to order at 6:33 pm. The Pledge of Allegiance followed along with the posting of the Open Meetings Law. Per Board policy publication of Board Meeting Notice was published in the Sheridan County Journal Star and the Hip Hop as well as the school website the week of January 5, 2026. Roll Call was taken with J. Anderson, D. Russell, K. Stock, M. Kearns, K. Hughbanks and T. Milne present.

Board reorganization Action Items

- Russell made a motion to keep all Board officers the same-President Anderson, Vice-President Russell, Secretary Stock and Treasurer Kearns with Kearns seconding the motion. Roll Call Vote passed 6/0.

Motion to Approve Bookkeeper's responsibilities: As per Policy 203.04 and 203.05

- The Hay Springs School Bookkeeper/Accountant will work with the board's Secretary and Treasurer as the custodian of all district records and financial transactions and serve as the recording secretary at meetings was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.

Motion to approve Agenda for January 13, 2025 Board Meeting was made by Kearns and seconded by Russell. Roll Call Vote passed 6/0.

Motion to approve Board of Education Code of Ethics – Police 202.01 was made by Russell and seconded by Milne. Roll Call Vote passed 6/0.

Motion to approve the Board Member Conflict of Interest – Policy 202.02 was made by Hughbanks and seconded by Milne.

Motion to approve Public Complaints - Policy 1005.01 was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.

Motion to approve Deposits and Transfers – Policy 704.01

- Motion to approve Security First Bank in Hay Springs as the official financial depository for Hay Springs Schools was made by Kearns and seconded by Hughbanks. Roll Call Vote passed 5/0 with Russell abstaining.

Motion to approve School Board Legal Counsel – Policy 203.08 with KSB Law, located in Lincoln NE as legal counsel was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.

Motion to approve Newspaper and Method of Publicizing Meetings

- Motion to approve the Sheridan County Journal Star and the Hip Hop as the newspapers the school district will post meeting notices with was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.

Motion to appoint the Superintendent as the Non-discrimination Compliance Coordinator to meet Federal Employment Opportunity requirements was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.

Motion to appoint the Principal as the Title IX Coordinator was made by Milne and seconded by Kearns. Roll Call Vote passed 6/0.

Fill Committee Assignments

- Finance-Justin Anderson, David Russell, Katy Hughbanks
- Americanism-Miriam Kearns, Tami Milne, Katie Stock
- Curriculum and Technology-Katie Stock, Miriam Kearns, Tami Milne
- Building /Grounds/Transportation-Justin Anderson, David Russell, Miriam Kearns
- Lister-Sage-Katy Hughbanks, Tami Milne

Admin Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

There were no public comments.

Discussion Items

- Superintendent search discussion
- Lister-Sage
- Beef to School
- Negotiations
- Substitute pay -possible increase, establish minimum # hrs.
- Proposed addition of additional secretarial position

Action Items

- Motion to approve the Meeting Minutes for the December 8, 2025 regular board meeting as corrected, was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
 - Motion to approve the Meeting Minutes for the December 17, 2025 Special Meeting was made by Kearns and seconded by Stock. Roll Call Vote passed 6/0.

- Motion to approve the December ending Financial Account Summaries/Balances, January payables in the amount of \$164,753.78 and January Payroll Liabilities in the amount of \$247,682.71 was made by Stock and seconded by Russell. Roll Call Vote passed 6/0.
- Motion to approve raising Substitute hourly rate of pay to \$18.25/hour was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.
- Motion to approve the Nebraska Content Area Standards for use in all NSCAS Tested areas including:

<https://www.education.ne.gov/contentareastandards/#1727903937099-181bdd32-8b1b>

English Language Arts

Mathematics

Science

Was made by Stock and seconded by Kearns. Roll Call Vote passed 6/0

- Approval of Nebraska Content Area Standards for use in all Non-NSCAS Tested areas including:

<https://www.education.ne.gov/contentareastandards/#1727903937112-ebd56e6c-88f0>

Fine Arts

Physical Education

Social Studies

World Languages

Career and Technical Education Programs of Study and
Career Field Course Standards

Computer Science and Technology Standards

English Language Proficiency Standards

Was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.

Motion to enter executive session for the protection of the public's interest and to prevent needless injury to the reputation of individuals to discuss personnel issues and contracts was made by Stock and seconded by Hughbanks. Roll Call Vote passed 6/0.

President Anderson declared the Board in executive session at 9:18 pm.

Motion to exit executive session was made by Stock and seconded by Kearns. Roll Call Vote passed 6/0.

President Anderson declared the Board out of executive session at 10:24 pm.

Action Items

- Motion to approve 2026-27 Principal Contract was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.

President Anderson adjourned the meeting at 10:25 pm.

Next Meeting Date: February 9, 2026

**Hay Springs Public School
SCHOOL BOARD MEETING
May 11, 2026
6:30 p.m.
Cafeteria
REGULAR MEETING**

President Anderson called the regular May meeting of the Hay Springs School District Board of Education to order at 6:35 pm. The Pledge of Allegiance followed along with the posting of the Open Meetings Law. Per Board policy, publication of Board Meeting Notice was published in the Sheridan County Journal Star and the school website on the week of May 4, 2026. Roll Call was taken with J. Anderson, D. Russell, K. Stock, M. Kearns, K. Hughbanks and T. Milne present. Motion to approve the agenda for May 11, 2026 was made by Stock and seconded by Kearns. Roll Call Vote passed 6/0.

Administrative Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

Public Comments

Aubry Anderson read a statement regarding her views on personnel and administration, Keith Kelly made comments regarding his views on personnel and administration and Brenda Johnson made a comment regarding the role of the Board regarding personnel issues.

Discussion Item

- Review Policy 301.04 – Communication Channels
- Review Policy 1005.01 – Public Complaints
- Lister Sage
- Finance committee
- Cafeteria Update – staffing, training
- Staffing update, new staff
- Football lights bids
- Policy Update
- Finance numbers – need to budget for counselor position next year

Action Items

- Motion to approve the meeting minutes for the April 9, 2026 meeting was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- Motion to approve the April ending Financial Account Summaries/Balances, May payables in the amount of \$127,003.54 and May Payroll Liabilities in the amount of \$267,502.76 was made by Stock and seconded by Kearns. Roll Call Vote passed 6/0.

- Motion to approve Football Field lighting bid of \$43,988.74 was made by Russell and seconded by Hughbanks. Roll Call Vote passed 6/0.
- Motion to enter into executive session for the protection of the public's interest and to prevent needless injury to the reputation of individuals was made by Russell and seconded by Kearns. Roll Call Vote passed 6/0.
- President Anderson declared the Board in executive session at 7:17 pm.

Executive Session

- Discussion of personnel matters
Motion to Exit Executive Session was made by Stock and seconded by Russell. Roll Call Vote passed 6/0.
President Anderson declared the Board out of executive session at 8:13 pm.
President Anderson adjourned the meeting at 8:13 pm.

Next Meeting Date: Regular Board Meeting – June 8th, 2026

**Hay Springs Public School
SCHOOL BOARD MEETING
June 8, 2026
6:30 p.m.
Cafeteria
REGULAR MEETING AGENDA**

- I. Call Regular Meeting to Order**
- II. Meeting Notice:** Per Board Policy publication of Board Meeting Notice was published in the Sheridan County Journal Star on the week of June 1st, 2026.
- III. Pledge of Allegiance**
- IV. Open Meetings Law posting**
- V. Roll Call**
- VI. Excuse Board absences**
- VII. Approval of Agenda for June 8th, 2026**

VIII. Administrative Reports

- Superintendent – Mr. Clear
- Principal – Mrs. Digmann
- Activities Director – Mrs. Marcy
- Technology Coordinator – Mr. Reimann
- Business Manager – Mrs. Wolken

IX. Public Comments

*(Parents and patrons are invited to make comments AT THIS TIME on agenda items and other items related to policies and procedures. **Board Policy does not allow public comments to be made about staff members at Board Meetings.** Parents who have concerns about a faculty member must first address their concerns with the faculty member involved. If your concern is not resolved at the teacher level, the parent should visit with the principal/supt. If you still have an unresolved concern, it may be addressed at the Board Meeting in executive session.)*

X. Discussion Item

- Lister Sage
- Finance committee
- Staffing update, new staff
- Proposed Calendar Change for 2026-27 (9/18)
- Wellness Policy
- Handbooks
- Perry Law Policy Review and Update Agreement
- Student member on School Board

XI. Action Items

- Approval of the Meeting Minutes for the April 9th, 2026 regular board meeting
- Approval of the April ending Financial Account Summaries/Balances, May payables in the amount of and May Payroll Liabilities in the amount of
- Approve change for 26-27 Calendar
- Approve changes to Wellness Policy – 508.13
- Approve NASB Policy Review and Update Agreement for \$1,250
- Approve Student member on School Board

XII. Adjournment

XIV. Next Meeting Date: Regular Board Meeting – July 13, 2026

BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school-sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for detention, suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

Every report of alleged bullying that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

Legal Reference: Neb. Statute 79-2,137

Cross Reference: 505 Student Discipline

Approved 4/8/2024 Reviewed G.C. April 24 Revised _____

Meetings begin Tuesday, August 18th



2026 AREA MEMBERSHIP MEETINGS

Leadership - Training - Recognition - Networking - Vision

Cody-Kilgore - Gering - Kearney - Nebraska City - South Sioux City - Omaha - North Platte - York - Fremont

www.NASBonline.org

2026 REGISTRATION

REGISTER NOW FOR THE MEETING NEAREST YOU

Tuesday, August 18	Cody-Kilgore	Register by Aug 12
Wednesday, August 19	Gering	Register by Aug 12
Thursday, August 20	Kearney	Register by Aug 12
Tuesday, August 25	Nebraska City	Register by Aug 19
Wednesday, August 26	South Sioux City	Register by Aug 19
Tuesday, September 1	Omaha	Register by Aug 26
Wednesday, September 2	North Platte	Register by Aug 26
Wednesday, September 9	York	Register by Sept 2
Wednesday, September 23	Fremont	Register by Sept 17

TO REGISTER

Go to www.NASBonline.org, and log in using your email and password. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.

Registration fees for each meeting and dinner are as follows:

NASB Member Registration \$94

Cancellation Fee \$25

No refunds after the registration deadlines.

2026 AGENDA

4:30 PM - REGISTRATION, NETWORKING & EXHIBITORS

5:00 PM - OPENING SESSION

5:10 PM - LEGISLATIVE UPDATE

5:35 PM - BREAK & EXHIBITORS

5:50 PM - TRAINING SESSIONS #1

6:30 PM - BREAK & EXHIBITORS

6:45 PM - TRAINING SESSIONS #2

7:25 PM - NETWORKING DINNER & AWARDS/RECOGNITION

15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING



2026 SESSION BREAKDOWN

5:00 PM - WELCOME & OPENING SESSION

JOHN SPATZ, NASB EXECUTIVE DIRECTOR AND MEMBERS OF THE NASB BOARD OF DIRECTORS

5:10 PM - LEGISLATIVE UPDATE

THE LEGISLATURE'S EVER-CHANGING CLIMATE AND HOW THAT IMPACTS YOUR SCHOOLS

COLBY COASH, NASB ASSOCIATE EXECUTIVE DIRECTOR AND DIRECTOR OF GOVERNMENT RELATIONS

5:50 PM - TRAINING SESSIONS 1

ALIGNING BOARDS AND SUPERINTENDENTS FOR SUCCESS ... Discover how intentional leadership can transform board-superintendent relationships. This session will use a scenario-based approach to highlight key strategies for managing transitions, strengthening collaboration, and resolving conflict to support long-term success. - *Shari Becker, Director of Education Leadership Search Service*

WHAT DOES YOUR POLICY SAY? WHY POLICY REVIEW MATTERS! ... Effective policy governance is one of the board's most important responsibilities, providing the framework for accountability, consistency, and student success. We will examine the importance of continuous policy review, alignment of board policy and handbooks, and how policy impacts day-to-day operations through consistent implementation and administrative guidance. Strengthen leadership through governance, reduction of risk, and district compliance. - *Marcia Herring, Director of Board Leadership*

STOP IN THE NAME OF SCHOOL SAFETY! SUPPORT YOUR SUPERINTENDENT IN SAYING "NO" ... It can be difficult to say "No" to those PTO groups, FFA leaders, Student Council Sponsors and especially the Post Prom Parents, but "No" might be the best option. Here we will share a Risk Manager's perspective on activities which may be viewed as High-Risk for schools, and discuss how school board members can support their Superintendent in making unpopular decisions in the name of school safety. - *Megan Boldt, Associate Executive Director, Director of ALICAP/Insurance*

6:45 PM - TRAINING SESSIONS 2

LEADING FOR IMPACT: HOW SCHOOL BOARDS STRENGTHEN STUDENT SUCCESS AND RESILIENCY ... Boards play a pivotal role in advancing student success through effective governance and intentional leadership that sets the conditions for learning. This session explores how board decision making and community partnerships can strengthen student resiliency, align resources around shared goals, and support improved literacy and math proficiency as part of a broader, student centered vision for success. - *Avary Pansing-Brooks, Board Leadership Engagement Associate*

CONTROLLING THE NARRATIVE: YOUR STORY VS "THEIR" STORY ... Too often, comments from policy makers and what's reported in the press are inaccurate, biased, or just WRONG. Whether it's academic performance, facilities, or budget priorities, the narrative being shared may not align with the realities of what is truly happening. As a result, attacks on local control and a district's ability to govern itself and its finances in a responsible manner continue to build. We ARE doing incredible, innovative things. Learn how YOUR voice needs to be louder and more prominent than the growing negative narrative. - *Matt Belka, Director of Marketing, Communications & Advocacy*

BUDGET GOVERNANCE IN ACTION: THE BOARD'S ROLE IN RESPONSIBLE FINANCIAL LEADERSHIP ... With the ever-changing landscape of State Aid, it is important for boards to be proactive in the development and management of the district budget. This requires timely communication, strong governance practices, and a collaborative board-superintendent partnership grounded in trust and transparency. The session will provide guidance on the board's role in the budget process, development of an effective budget calendar/timeline, negotiation protocols, and informed fiscal oversight that supports responsible decision-making. - *Marcia Herring, Director of Board Leadership*





1311 STOCKWELL STREET
LINCOLN, NE 68502
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED



2026 AREA MEMBERSHIP MEETINGS

Leadership - Training - Recognition - Networking - Vision

Cody-Kilgore - Gering - Kearney - Nebraska City - South Sioux City - Omaha - North Platte - York - Fremont



[HOME](#) / [BOARD CANDIDATE WORKSHOPS](#)

BOARD CANDIDATE WORKSHOPS

2026 BOARD CANDIDATE WORKSHOPS

Summer 2026

6:30 to 8:30 PM local time



Tuesday, June 2 - Ainsworth, Hastings, and O'Neill

Wednesday, June 3 - Broken Bow, Ogallala, and Wayne

Tuesday, August 4 - Alliance and Beatrice

Wednesday, August 5 - McCook and Bellevue

WHO ...

(TARGET AUDIENCE)

- Non-incumbent board candidates, experienced board members who wish to accompany candidates, and superintendents.

WHAT ...

- 2026 Board Candidate Workshops

WHEN ...

- Summer 2026 following the May 12th Primary Election

- 6:30 to 8:30 PM local time
- Tuesday, June 2 - Ainsworth, Hastings, and O'Neill
- Wednesday, June 3 - Broken Bow, Ogallala, and Wayne
- Tuesday, August 4 - Alliance and Beatrice
- Wednesday, August 5 - McCook and Bellevue

WHERE ...

- Ainsworth - ESU 17
- Hastings - ESU 9
- O'Neill - Northeast Community College O'Neill Campus
- Broken Bow - One Box Conference Center at the Cobblestone Inn
- Ogallala - Ogallala Library (Mountain Time)
- Wayne - Wayne High School
- Alliance - Western Community College Alliance Campus (Mountain Time)
- Beatrice - SCC Beatrice
- McCook - McCook Community College
- Bellevue - Beardmore Event Center - Courtyard by Marriott

WHY ...

The Candidate Workshop is designed to provide a high-level overview of the role and responsibilities of a board member. If you have questions and/or wish to learn more about the workshop, please feel free to contact Marcia Herring at 402-423-4951.

HOW ...

(REGISTRATION)

- No pre-registration is needed
- Fee to attend is \$25 per district, and will be charged after the workshop

All Dates & Locations Tentative & Subject to Change

TO REGISTER FOR AN NASB EVENT, CLICK ON THE ' MY MEMBERSHIP' LINK ABOVE OR BELOW, THEN NAVIGATE TO THE 'EVENTS' DROPDOWN AND SELECT 'REGISTER'. TO LEARN MORE ABOUT AN EVENT, CLICK THE LINK IN THE MENU ON THE RIGHT.



[HOME](#) / [STATE EDUCATION CONFERENCE](#)

STATE EDUCATION CONFERENCE

JOIN US FOR THE 2026 CONFERENCE!!
NOVEMBER 18-20, 2026
CHI HEALTH CENTER - DOWNTOWN OMAHA



WHO ...

(TARGET AUDIENCE)

- School board members, superintendents, ESU administrators, district/ESU administrative assistants, and other education stakeholders.

WHAT ...

- 2026 State Education Conference
- 3 days - 50+ breakouts - 3 keynotes - 2 pre-conferences - and so much more!

WHEN ...

- November 18-20, 2026

WHERE ...

- CHI Health Center - Downtown Omaha

WHY ...

This conference, presented annually the week prior to Thanksgiving, traditionally offers school leaders the latest in educational information and technology through such activities as preconference workshops, keynote presentations, breakout sessions, and commercial exhibits.

15 awards of achievement points will be earned for attending

HOW ...

(REGISTRATION)

Registration for the 2026 State Education Conference will open in September. To register, log in using your email and password on the 'My Membership' tab.

Hotel Reservations

To reserve accommodations at the Conference Hotels you must FIRST register for the conference as described above. To qualify for a room, you must first register for the Conference. Once your conference registration is complete, you will receive an email with your NASB Registration code and a Conference Hotel reservation link. The Omaha Convention & Visitors Bureau will act as the housing agent for all properties.

TO REGISTER FOR AN NASB EVENT, CLICK ON THE ' [MY MEMBERSHIP](#)' LINK ABOVE OR BELOW, THEN NAVIGATE TO THE 'EVENTS' DROPDOWN AND SELECT 'REGISTER'. TO LEARN MORE ABOUT AN EVENT, CLICK THE LINK IN THE MENU ON THE RIGHT.

EVENTS

ALICAP Summer Safety Workshops

Area Membership Meetings

Board Candidate Workshops

Board President Retreat

Budget & Finance Workshops

Facilities & Construction Workshop

Labor Relations Conference

Legislative Advocacy Day

Legislative Issues Conference

Hay Springs Public School Student Handbook 2026-2027

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Material in this handbook may be subject to change at any time.

“School” and “the school” shall mean the County of Sheridan School District #3, DBA: Hay Springs Public Schools throughout this handbook. “Parent” shall mean the parent(s), guardian(s), or other person(s) with legal custody and/or responsibility for the child(ren) in question.

SECTION 1: MISSION AND GOALS

Intent of Handbook

Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. This handbook is based on School Board policies. An electronic copy of this handbook is available at www.hshawks.com; paper copies are available upon request.

Mission Statement

Empower Students to SOAR

- Show Pride through Success
- Own Opportunities
- Act Positively to Achieve
- Respect All

SECTION 2: SCHOOL INFORMATION

School Day Information

Hay Springs Elementary Arrival and Departure

7:30 – 7:55 Breakfast
7:45 AMPlayground (supervised)
8:00 AMEntrance Bell Rings and School Begins
11:00 AMK-2 Lunch / 3-5 Recess
11:30 AM3-5 Lunch / K-2 Recess
12:00 PMReturn to Classroom
1:11 PM 3-6 Specials
2:14 PM..... K-2 Specials
4:00 PMK-5th Dismissal from School

Middle and High School Schedule

Period 1: 8:00-9:00 * Pledge

Period 2: 9:02-10:02

Period 3: 10:04-11:04

Period 4: 11:06-12:06

ML Lunch / HS WIN: 12:08-12:38

HS LUNCH/ ML WIN: 12:40-1:10

Period 5: 1:12-2:12

Period 6: 2:14-3:14

Period 7: 3:16-4:16

Preschool

8:00 Morning Class Arrival

11:00 ... Morning Class Dismissal

12:00 ... Afternoon Class Arrival

4:00 Afternoon Class Dismissal

Building Hours

The building is open from 7:30 a.m. to 4:30 p.m. every day that school is in session. Students may ONLY be in the building earlier or later with prearranged teacher supervision. All doors will remain locked. All parents and students must enter through the main front door. There is no outside playground supervision prior to 7:45 a.m. Teachers will be on duty from 7:45 a.m. to 4:30 p.m. every day school is in session. Holidays, in-service and early out days, etc. are exceptions and the hours may vary.

Parent Pick-Up/Drop-Off

Parents/Guardians are asked to drop-off and pick-up their children before and after school along the curbside west of the school building. Parents/Guardians are asked to not drop off students in the middle of the street for safety concerns. Cars approaching the school from the west are asked to turn north and utilize the drop-off pick-up lane.

School Cancellations for Inclement Weather

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent or his designee will notify local news media (KSDZ, KCSR). This information is available on Infinite Campus, the school Facebook page, X, and www.hshawks.com. If school is canceled during the day, parents will be notified. The School will be using Infinite Campus Messenger to send mass announcements starting August 2026.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students may be dismissed from school during severe weather with a telephone request from the parent.

Drills and Alarms

Bus Evacuation

At least twice during each school year, each pupil shall be instructed in safe riding practices and participate in emergency evacuation drills. (NDE Rule 91:005.05)

Fire

Fire drills will be conducted as required by Nebraska Law. Fire routes are posted in every room. The signal for fire drills will be a constant alarm. The fire alarm calls for the immediate clearing of the building by all students and personnel. Teachers will dismiss students and see that doors and windows are closed, go with the students to the nearest exit, and proceed to the designated meeting location: elementary to the playground, secondary to the teacher parking lot. Students are to be quiet and orderly when leaving the building during fire drills. Any student who tampers with or sets off the fire alarm will be subject to suspension from school. The student may be required to meet with the fire chief and/or the fire department to explain his/her action before readmission to school.

Tornado

Students should sit on the floor with their backs to the wall, knees drawn up, head down, and hands over their head. If there is not enough room in the Preschool room, the students should go to the sensory room.

Elementary

3rd Grade, 2nd Grade and Kindergarten will use the south stairwell, entering from the west using the right side of the stairs. They will proceed through the cafeteria and enter the preschool room using the main door. 5th Grade, 4th Grade and 1st Grade will use the south stairwell, entering from the east using the left side of the stairs. They will enter the preschool room through the sensory room.

Middle Level

Middle Level students should proceed to the DL Lab for shelter by using the north stairwell by the office. Overflow students will go to the hallway or restroom outside the DL lab.

High School

High School students should proceed to the lower ground level hallway between the music room and the title room.

Lister

Students who are in Lister need to go to the girls' interior locker room.

Teachers

Teachers should accompany the students they have in class at the time of the tornado. When leaving your room, be sure to close the door. Do not waste time closing or opening windows. All doors in the shelter area should be closed. Please keep students away from all windows.

Intruder

Intruder drills will be held twice each school year. The drill will be announced and staff and students will take appropriate action.

SECTION 3: USE OF BUILDING AND GROUNDS

Visitors

Adults are welcome to visit school. All visitors must enter and check in at the office through the main office door. All visitors must also check out and exit through the main door. All other doors will be locked. Classroom or lunch visits must be pre arranged through the office. School age visitors are not allowed to visit during school hours without prior permission from the administration.

Care of School Property

Students are responsible for the care of the school building and property. Students will be required to pay any damages they may cause.

Lockers/Vehicles

Each middle school and high school student will be assigned a locker. The school will not assume responsibility for items stored in lockers.

Students have full responsibility for the security of their lockers and their vehicles parked on school property and will make certain they are locked and that the keys and combinations are not given to others. Students will not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by law and /or District Policy. If the office is not given a key or the combination when requested, locks will be cut off.

Searches

Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. School property is subject to search at any time by school officials or law enforcement. Periodic searches of lockers, desks, computers, vehicles, backpacks and other such property may be conducted at the discretion of the administration.

Students will be responsible for prohibited items found in their lockers or vehicles parked on school property. If a student has a lock on a locker he/she may be asked to remove it for searching or the lock will be cut off. If a vehicle is subject to search, law enforcement and/or parents/guardians will be contacted.

Law enforcement and/or the student's parents will be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practical.

Canine Searches

The District will allow the use of specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances, and alcohol. This program is implemented in response to concerns of the District regarding drug use and to maintain a safe school environment conducive to education.

Law enforcement visits to school with dogs shall be unannounced. The dogs will be used to sniff the air and vacant classrooms, in common areas, around student lockers, and around vehicles parked on school property. If a dog alerts to anything, it will be searched by school officials and/or law enforcement officers. Searches of vehicles will be conducted as described above.

Custody of Evidence

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Administration, the Administration's designee, or a law enforcement officer until it is presented at the hearing.
2. Returned to the parent of the student from whom it was seized if personal property, if permitted by law enforcement.
3. Turned over to a law enforcement officer.

Involvement of Law Enforcement Officer

In those situations where the administration determines that federal or state laws and/or county or city ordinances have been violated, appropriate law enforcement officers shall be contacted. In all cases involving the discovery of alcohol or controlled substances and weapons, law enforcement officers will be contacted. Parents will be contacted before a law official interviews a student, unless directed by the law official otherwise. Contraband seized from students will be made available to law enforcement officials with a statement outlining the specifics of the involved case, when so requested.

Refreshments

Students will be allowed drinks with a lid; however, no pop or energy drinks will be allowed per federal food guidelines. Students will also be allowed to have one single serve snack such as granola bars, poptarts, etc.

Hall Traffic

Students are required to ask their teacher for permission to leave the classroom. Students will take the classroom hall pass. Only one student will be allowed out of the classroom at a time.

Video Surveillance

Video cameras may be used on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video cameras may be used in locations as deemed appropriate by the Administration.

Electronic Devices

Personal electronic devices and/or cell phones that are not required for classroom use or for medical reasons, are not allowed in the student's possession unless directed by the teacher. Students may check their messages between classes and during lunch. If a student needs to make a phone call using their electronic device, they are asked to do so in the front office. Phone calls will be transferred to the student only in the event of an emergency.

In addition to any prohibitions on electronic devices defined in the student handbook, students will not use electronic devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy. Violations of this policy may result in disciplinary action.

Electronic device violations will be handled in accordance with the discipline matrix.

Securly

Securly is a full-service Chromebook management system is comprised of three parts. Auditor Premium monitors all Gmail email, Google Docs, and Google Drive files for cyber-bullying, violence, self-harm, grief, profanity, and nudity. Classroom Premium provides Chromebook classroom management including real-time screen view, site lock, site push, FindMyChromebook, time-based classroom policies, and more. Filter Premium includes cloud-based web content filtering, and cyber-bullying/self-harm detection. Securly also allows teachers and administrators to track usage of Hay Springs Public Schools Chromebooks anywhere at any time.

Student Vehicles/ Parking

Students are to park only in areas designated for student parking. Student vehicles will be parked when the student arrives and must remain parked until school is dismissed or when the student departs for home/work. If students park in the school parking lot, they must exit to the North.

Student Valuables

The school is not responsible for a student's personal property.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. It is recommended that articles of clothing and lunch boxes be clearly marked with the student's full name. If articles are lost at school, such loss should be reported to the office. Items will be kept until the end of each Quarter at which time they will be taken to the "Caring & Sharing Neighbors" center.

Nuisance Items

Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student's possession.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the office or if after hours contact the Activities Director.

Announcements

Announcements will be posted each morning on the Infinite Campus homepage, and the announcements page at www.hshawks.com. Students are asked to get in the habit of checking our announcements daily.

High School Dances

Dances are open to students grades nine through twelve and their dates unless otherwise specified. No person 20 years of age or older will be permitted to attend these dances. Students must register their out of town/out of school dates with the office prior to the date of the dance. The doors will be locked thirty (30) minutes after the dance begins. If students choose to leave, they will not be allowed back into the dance. The Code of Conduct and eligibility will be followed. Breathalyzers may be administered.

Prom Banquet

The Prom Banquet will be open to Hay Springs juniors and seniors and their dates, the board of education, and the high school staff members Sophomores (and Freshmen, if necessary) will be selected by the junior class to act as servers for the banquet. The Code of Conduct and eligibility will be followed. Breathalyzers may be administered.

Clubs and Organizations

All clubs will be under the direction and supervision of school personnel or an approved sponsor and in conformity with laws of the state and policies of the Board of Education. Any new clubs or organizations must be approved by the Administrator.

All activities, practices, and fundraising, including those held by a group for its members only, must be scheduled on the school calendar through the office. All funds are to be controlled through the activity account of the school. No bills should be paid in cash without a receipt. All purchases must be approved by the Activities Director and Superintendent. (Policy 706.01)

The school may be used on Sundays if prior approval is secured from the Administration and an approved adult sponsor is present at all times. Such activity will not conflict with church or church-sponsored activities. Wednesday night is observed as church night in our community and every effort is made to release students in time to participate in these activities. All students should be out of the building no later than 6:15 p.m.

SECTION 4: ATTENDANCE

School attendance is directly related to an individual student's level of academic achievement. However, if students are sick they should stay home and get healthy prior to returning to school.

Parents, when reporting their child absent, must give the reasons for the absence; however, only authorized school authorities can excuse students from school.

Nebraska Statute 79-201: Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than six or more than eighteen years of age, shall cause such child to attend regularly the public schools each day that such schools are open and in session except when excused by school authorities, unless such child has been graduated from High School.

Elementary students who arrive after 8:30 am will be counted absent for the morning. Students who leave before 3:00 pm will be counted absent for the afternoon.

Notification of Absence

A parent of each student is required to notify the school each day that a student is to be absent. Parents are required to notify the school before 8:30 a.m. on the day their child is absent or the school will attempt to contact the parent. If the parent knows of an upcoming absence, please notify the school (308) 638-4434 as soon as possible. If no phone call or note is received by the office prior to the absence, the absence may be considered truancy.

Attendance and Excuses

Students participating in school-sponsored activities under the direction of a school approved sponsor and representing the school will not be counted as absent.

Notification of Absenteeism

Upon reaching the following limits during a semester, the parent will be notified as follows:

A day of absence = 7 class periods for 6- 12 students and 495 minutes for k-6 not necessarily all in one day.

After the 5th day of absence, (35 class periods grades 6-12 or 2475 minutes k-6), an advisory letter will be sent to the parent.

After the 10th day of absence, (70 class periods grades 6-12 or 4950 minutes k-6), an advisory letter will be sent to the parent and the administration may meet with parents and to discuss an attendance plan.

After the 15th day of absence (105 class periods grades 6-12 or 7425 minutes k-6), a letter reporting the absences will be mailed to the parent and the County Attorney and the administration may meet with parents and student to discuss an attendance plan.

After the 20th day of absence (140 class periods grades 6-12 or 9900 minutes k-6), a letter reporting the absences will be mailed to the parent and the County Attorney and the administration may meet with parents and student to discuss an attendance plan.

College Visitation

Juniors and seniors are allowed two (2) days for college visitation, per school year. These absences will be marked as activity

Extracurricular Participation -

1. Students must be in attendance by 10AM through the end of the school day to attend practice unless prearranged with the administration.
2. Students must be in attendance by 10AM or 4 hours prior to event departure through the end of the school day on the day of any scheduled school activity in order to participate. The student must attend all classes the day after any scheduled school activity in order to participate in the next corresponding activity. Exceptions to this rule may be arranged and approved by the administration.
3. Pre-arranged medically excused absences will not affect participation.

Skiping School/Truancy/Leaving School

Students who leave class or the school premises without permission during the school day will be considered unexcused. Students who must leave school for any reason during the school day must have a parent/guardian call the front office and sign out before leaving school grounds. All attendance will be handled in accordance with the discipline matrix.

Closed Campus

The school has a closed campus. Only senior students have the privilege of leaving campus during lunchtime. Students are required to return on time and will fall under the tardy procedures if they are late. Senior open campus privileges will be suspended if a student abuses the privilege. If any other students leave during lunch, they may be considered truant and that policy will be followed. Students will remain in the cafeteria or with their sponsor for the entire lunch period.

Make-Up Work for Absences

Students will be given two (2) school days to make up work missed for each absence unless they were truant.

If a student is absent on the day that an assignment was previously due, the student will be required to turn in the assignment on the first day of his/her return to school. If the student fails to turn in the assignment, the instructor will follow the late work policy. Late assignments will be graded at the teacher's discretion, but within a reasonable amount of time.

Late Work Policy

Students will receive no more than 80% if an assignment is 1 school day late up to 4 school days late.

Students will receive no more than 60% if an assignment is 5-8 school days late.

Students will receive a 0% if an assignment is more than 8 school days late.

All late assignments will be marked as incomplete in the gradebook.

Tardies

Middle and High School students will have 3 minutes between class changes. Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless the student has a pass from the teacher or administrator who detained them. Teachers will enter all tardies into the Infinite Campus student management system.

SECTION 5: ACADEMIC ACHIEVEMENT

Hay Springs Public Schools Grading System

A	(100-93-100)		C	(84-78)	
	100-99	A+		84-83	C+
	98-95	A		82-81	C
	94-93	A-		80-78	C-
B	(92-85)		D	(77-70)	
	92-91	B+		77-75	D+
	90-87	B		74-72	D
	86-85	B-		71-70	D-
			F	(69 or Below)	
			P	(Pass-not used in GPA calculation)	
			I	(Incomplete work "0" one week after term)	

Students taking college course will follow the college grade scale and the letter grade will be adjusted on the final transcript

College courses will be calculated using a 5.0 weighted grade scale.

Promotion and Retention

Hay Springs Public School staff will place students at the grade level and in the courses best suited to them academically, socially, and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course when such is determined to be appropriate for the educational interests of the student. If a student fails a required class, they will be required to retake and pass the class prior to graduation. Elementary students will be promoted on teacher recommendation. Parents will be notified when retention is being considered.

Report Cards

Report cards are issued at the end of each quarter or nine-week session. This report card shall contain an accurate and complete report of the student's grades and attendance record. Report cards are available in the office after each quarter.

Parent-Teacher Conferences

Parent-Teacher conferences will be held during 1st and 3rd quarters; parents are urged to attend. Conferences with teachers, at any time, are encouraged and may be set by calling the school and making arrangements with one or more teachers as needed.

Distance Learning Courses

Hay Springs Public Schools offer students classes over the distance learning system. We are part of a consortium with other institutions. Therefore, the students are required to follow not only the rules of the school but also the rules of the consortium. When a student registers to take a distance learning class, he/she and his/her parents will be required to sign the appropriate documents that outline the expectations as well as the consequences for not following the expectations. The district also offers the opportunity for Dual Credit or College-only credit courses. The cost of college tuition and books is the responsibility of the student and/or their parents.

Graduation Requirements

English 4 years (40 credits)

- English 9
- English 10
- English 11
- English 12 or College Level English

Social Studies (30 credits)

- Geography / World History
- American History
- American Government / Economics

Mathematics 3 years (30 credits)

- Algebra I
- Geometry
- Other high school math

Fine Arts (10 credits)

- Any high school art or music class

Science (30 credits)

- Science 9
- Biology I
- Other high school science

Career Tech Education (20 credits)

- Personal finance
- Foundations of Computing (Class of 2028)
- Other high school CTE course

Electives may be from any area. Students must earn 240 credits to graduate. Students earn 5 credits per class/per semester.

Participation in Graduation Ceremony

To receive a diploma, a student must have successfully completed all graduation requirements as established by the Board of Education as of the date set for graduation. If all requirements are not met the student will NOT be allowed to participate in the graduation ceremony.

Graduation Dress Code

Graduation is a formal event. Graduation gowns will be in school colors (Hunter Green, Gold, and/or White)

No tennis shoes, work boots, flip-flops, bare feet, sunglasses or shorts will be allowed. Dress pants with a shirt and tie are encouraged for boys and skirts, dresses (of appropriate length) or slacks are encouraged for girls.

Senior Academic Honor Awards

Valedictorian – Highest GPA after eight semesters calculated on the last Monday prior to graduation on a 4.0 system. If grades are equal to the hundredths decimal place (ex: 3.98) two or more valedictorians will be awarded.

Salutatorian – Will be awarded to the next highest GPA after eight semesters calculated on the last Monday prior to graduation on a 4.0 system. If Salutatorian GPAs are the same when calculated to the hundredths decimal place (ex: 3.98) two or more salutatorians will be presented.

Honor Cords – All students maintaining a 3.65 GPA over eight semesters will receive Green & Gold Cords. National Honor Society members will receive the NHS white satin pendant stole. Presidential Excellence Award winners will receive the gold cord with a medal. Any other cords or stoles must be approved by the administration.

Honor Roll

Any student grades 2-12 with all A's or A's & B's and is enrolled as a full time student at the school will be placed on the Honor Roll. The honor roll will be posted each nine weeks and at semester.

Ineligibility List

The "Ineligibility List" will be run each Monday morning to identify those students who are currently failing or have an incomplete in a class or classes. Students on the Ineligibility List will be given an ineligibility sheet on Monday and will have until Thursday at 4:15 to complete work or raise the grade to passing.

Students who remain on the Ineligibility List will not be eligible to participate in extra-curricular activities until he/she is passing all classes and will be required to attend ASP until passing. No student will be removed from the list without the administrator's approval.

Students who appear on the Ineligibility List in the same subject two (2) weeks in a row, despite being cleared each week, will have 1 week ASP assigned.

After School Program (ASP)

Hay Springs Public Schools offers an After School Program from 4:15 to 5:00 pm to provide additional help, instruction, time and/or support to students who are in need or have been assigned ASP.

Students directed to attend ASP will be students who, in the opinion of the administrators and teachers, (1) need additional assistance of any kind, (2) have failing grades, and/or (3) have missing assignments.

Students will not be allowed to leave ASP before 5:00pm without administration's approval.

Students will not be assigned ASP as part of a disciplinary consequence.

During ASP, all rules, handbooks, and codes of conduct apply. Failure to attend ASP when directed to do so will have consequences as outlined in the discipline matrix. Absences from ASP must be approved in the same manner as absences from any other school day.

Hay Springs Public Schools will not provide transportation to and from ASP. In the event any student is entitled to transportation services by the state or federal law, transportation services will be provided as required by law.

SECTION 6: SUPPORT SERVICES

ACADEMIC SERVICES

Special Education Services

The school offers comprehensive services for students with special needs. Services are available for, but are not limited to, speech - language and articulation, vision, hearing, psychological, academic and physical disabilities, following Federal guidelines for IDEA, Title I and Office for Civil Rights (OCR).

Parents/Students may contact the Administration for further information.

Home-bound Services

The type and extent of the home-bound education program will be developed by administration in conjunction with instructional and other support personnel as deemed appropriate. Programs for home-bound instruction will be submitted to the Superintendent for approval prior to implementation.

The school district shall provide home-bound instruction to district students unable to attend school. Those students who cannot attend school and have been identified as eligible for Special Education Services shall be provided necessary services as established under District Special Education Policy.

HEALTH SERVICES

Student Illness

School personnel will notify parents when a student needs to be sent home from school due to illness.

Emergency daytime phone numbers should be included on your child's enrollment form so that a parent/guardian can be reached if a child becomes ill or injured while at school. Also include any health related information that is important.

Students with a fever of 100.4 F or above or displaying other signs of illness will be sent home. Students must be fever free/vomit free for 24 hours before returning to school.

Guidelines for Administering Medication

Whenever possible medications should be administered outside of school hours. All medication (unless approved by the Administration) is to be kept in the school office and is to be administered by assigned school personnel. In order for school personnel to give medication to a student at school, the medication must be in the original labeled container, which has the student's name, licensed health care provider's name, medication name, and instructions on it. Ask your pharmacist for a second labeled bottle if necessary. The parent will need to fill out and sign a permission slip available at the office. This form will include the directions on dosage and time. This is important to enable the school to safely administer medication to your child.

Over the counter medication will only be given with written permission from the parent. Medication must be provided by the parent; the school will not provide any form of medication.

Medical Conditions Requiring Assistance

Physicals, Immunization Records, and any necessary health care provider notes must be provided at the time of enrollment. If a student has a chronic illness or severe allergy that may require emergency assistance, please notify the administration.

Physical Examination

Evidence of a physical examination by a licensed health care provider is required prior to the entrance of the student into Kindergarten, seventh grade, or in the case of transfer from out of state. A parent who objects must submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the office.

Eye Exam

Students entering school for the first time, including Kindergarten and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance. The vision evaluation must be signed by a licensed healthcare professional.

Concussion

A student showing signs or symptoms of a concussion, thereby being "reasonably suspected" of having had a concussion, must be removed from participation and may not return until evaluated by a licensed healthcare professional. Written and signed clearance from an appropriate licensed healthcare professional and written and signed clearance from the athlete's parents is required prior to the athlete's return to participation. Concussion educational training must be made available to all coaches on how to recognize symptoms of a concussion, and how to seek proper medical treatment. Athletes and parents must be provided concussion information prior to an athlete's participation on an annual basis that includes signs & symptoms of a concussion, risks posed by sustaining a concussion, and actions an athlete should take in response to sustaining a concussion – including informing their coaches.

When a student is found to have live lice and/or nits:

- a. The parent/guardian is notified and information related to detection and elimination of head lice will be provided at that time or sent home with the student in a sealed envelope.
- b. The student is not sent home from school, however it is acceptable if the parent/guardian picks up the student.
- c. The parent/guardian is instructed that the student should be treated before returning to school and that nits should be removed.
- d. When the student returns to school, the school health staff is to confirm that treatment has been completed. If live and/or nits are found, the parent is notified to keep nit-picking and combing.
- e. Follow up head checks may be done by school staff to confirm lice management efforts. If future checks reveal an increased number of nits present or it is obvious to the screener that the student's hair has not been treated, the parent/guardian will be contacted for follow-up and support.

Notification Procedures:

- a. The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of the infested student. Classroom notifications are not done with typical head lice cases.
- b. In very unusual cases, it may be appropriate in the professional opinion of the school official and in consultation of the administrator to consider a general parent/guardian notification for a high number of identified cases of head lice. Any communication will protect student confidentiality in accordance with applicable privacy laws.

Exclusion Procedure Support:

- a. In the rare case that a student has either: 1) chronic head lice infestation or 2) severe head lice infestation that is disruptive to the learning environment, the school health official will be consulted.
- b. If in the nurse's professional judgement it is determined that exclusion needs to be considered, the nurse will consult with the administrator about implementing exclusion. This measure will be taken with careful consideration:
 - i. With chronic head lice infestation cases, the school health official will secure documentation of repeated and unsuccessful head lice management measures.
 - ii. The return of the student after exclusion will be predicated on a head check with evidence of progress in head lice management and progress toward eradication of the head lice. Evidence will look like elimination of live lice and a decrease in the number of nits.
 - iii. It may be appropriate in the judgement of the school nurse to monitor progress of lice management over a period of time. The goal is supporting the family in head lice eradication.

Immunizations

Students must meet all State of Nebraska/Health and Human Services requirements for immunizations.

STUDENT RECORDS

Student Files

The school maintains three separate files of student records.

1. Cumulative File
 - A. Academic Records may contain but are not limited to:
 - a. directory information
 - b. classes, grades and credits
 - c. test scores
 - d. attendance
 - e. school activity participation
 - B. Disciplinary Records
 - a. description of disciplinary problems and actions taken
 - b. copies of correspondence resulting from disciplinary action
2. Health Records-All records are located in an administrative office and are available for review by the parents or student at age 18. The high school will comply with the request for review within a reasonable period of time. Parents or a student at age 18 will have the right to a hearing to challenge the content of the records if so desired.
3. Special Education Records

Student Records and Parental Rights

Students 18 years of age or older, or parents of students under the age of 18 may schedule a conference with an administrator to evaluate the file upon request. Requests for transcripts must be made in writing to the office. Parents must sign the request for students under 18, but for those who are 18 or over, only that individual can make the request (The office may send transcripts to an educational institution with a verbal request but all other requests must be made in writing). This is in compliance with guidelines established by the Federal Privacy Act. Questions concerning the complete FERPA rules and regulations may be directed to the Administration.

If a student is not supposed to have contact with his/her parents, the school must be notified in writing by the appropriate authorities.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If a student is registering with the school for the first time, documents may be obtained from the Bureau of Vital Statistics in the state in which the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. *Please note:* The document parents receive from the hospital looks like a birth certificate, but it is not a certified state copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

Hay Springs SafeSchools Reporting System

This system allows students, parents, staff and community members to quickly, easily, and anonymously report safety concerns to school officials 24 hours a day, 7 days a week, 365 days a year. You may access

this reporting tool by visiting our district website at www.hshawks.com and clicking on the SafeSchools tab on the lower left of the homepage.

SECTION 7: ALCOHOL AND TOBACCO

Philosophy

All students have the right to attend school in a drug-free environment conducive to good learning. The use of controlled substances, alcohol, and tobacco is not only a violation of the law, but it interferes with both effective educational activities and the healthy development of young people. The education system has a fundamental, ethical and legal obligation to prevent drug abuse and maintain a drug-free and safe educational environment, not only throughout the schools, but also in all school-related activities.

Offenses on School Property or at School Sanctioned Activities

School Reporting Procedures

1. School personnel who come in contact with evidence of a student possessing or being under the influence of a controlled substance are required to notify the Principal.
2. School personnel who have reasonable suspicion that a student possesses or is under the influence of alcohol, tobacco, controlled substances, "look-alike" drugs, or drug paraphernalia will request that the student accompany them to the Administration or designated official. If the student refuses, the staff member will immediately notify the Administration or designated official. In the event that the incident occurs at an evening or out-of-town activity, the school personnel will also contact the parent and/or law enforcement.

Administrative Responsibilities

1. An Administrator and/or school nurse will make the judgment regarding the immediate medical needs of the student. If no medical attention is required, the administrator may interview the student.
2. An Administrator will attempt to obtain evidence by direct request, questioning, and through search and seizure procedures as outlined in these administrative procedures.
3. Information procured will be documented and evidence will be tagged for identification and placed in a secure area.

Parent Notification

1. An Administrator will notify the student's parents as soon as it is fully determined that a violation of school rules & regulations has occurred.
2. The parents will be informed of the nature of the student's violation, that (in cases of illegal possession of alcohol and/or controlled substances) the appropriate law enforcement authorities have been contacted, and that the parents' presence is requested, if possible, while the student is being questioned by law enforcement authorities.

Law Enforcement Notification

1. In the cases of illegal possession of alcohol and/or a controlled substance, the appropriate law enforcement authorities will be contacted by school personnel and requested to report to the school.
2. The Administrator will turn all confiscated contraband over to the law enforcement authorities and explain the results of the student interview.
3. Law enforcement authorities may question the student.

CODE OF CONDUCT – HAY SPRINGS JR/SR HIGH SCHOOL

PROCEDURE ON VIOLATION: In the event the student is to be suspended from activities pursuant to the established rule, the following action shall be taken:

1. The student shall be notified immediately of the action taken.
2. The student shall meet with the school Activities Director and Principal. The parent/guardian should be notified and invited to attend the meeting. If sponsors, teachers, and coaches are involved they should also be invited to attend.
3. At this meeting, full explanation of the action taken shall be given and the student and his/her parent/guardian shall be afforded full opportunity to make any statements or explanation desired.

CRITERIA FOR SANCTIONS:

1. Refusal to abide by the school's requests concerning actions, appearance and general conduct as representative of Hay Springs Jr.- Sr. High School.

2. **Violations of any rules listed below reported by school personnel and/or law, or personal admission.**

- A. Possession or use of alcohol
- B. Possession or use of a controlled substance
- C. Possession or use of Tobacco (smoking or chewing)
- D. Possession or use of electronic nicotine devices
- E. Any crime involving violence, willful destruction of property or any actions involving moral turpitude

If Criteria for Sanction fall under A-D then the following disciplinary actions will be applied. If Criteria for Sanction Falls under E the educational component is not applicable.

First Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for 8 School days during the school year and a minimum of one (1) contest/performance/activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- The student must complete an approved drug and alcohol education class at the student's expense during the next available session. **(The student will be expected to attend and participate in all scheduled practices during the suspension) **

Second Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for 16 School days during the school year and a minimum of one (1) contest/performance/activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- The student must complete an approved drug and alcohol education class at the student's expense during the next available session. **(The student will be expected to attend and participate in all scheduled practices during the suspension) **

Third Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- The Student is notified of suspension from competitions in all extracurricular/co-curricular activities for the remainder of the school year and a minimum of one (1) contest/performance/activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days; and
- The student must complete an approved drug and alcohol education class at the student's expense during the next available session. **(The student will be expected to attend and participate in all scheduled practices during the suspension) **

Fourth Offense: Meeting with Principal, Athletic Director, parent(s), and student;

- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Hay Springs Public Schools.

*****Vacation days will be EXCLUDED, except for those on which scheduled school activities are held*****

When the penalty for violation cannot be completed in the confines of one (1) school year, it shall carry over into the next school year in which the student will be participating in such activities.

1. Suspension from participation shall include attendance at dances and contributing in any way to the contest/performance.
2. Participation in Graduation and Honors Night may be denied at the discretion of the administration, if it has reasonable cause to believe a student's conduct merits such suspension, for reasons to include, but not limited to, those set forth in the student Code of Conduct.

SELF-REPORT OPTION: If a student voluntarily reports, prior to being addressed by the administration, to the coach, sponsor, activities director, or principal within three (3) school days of the rule violation, the consequences for first and second violations will be reduced. In the case of a first violation, the suspension would be reduced to 10 days and one (1) activity. This applies to the first offense only. The student must complete an approved drug and alcohol education class at the student's expense during the next available session.

STUDENT ABSENCE ON THE DAY OF AN ACTIVITY:

1. Students must be in attendance by 10AM through the end of the school day to attend practice unless prearranged with the administration.
2. Students must be in attendance by 10AM or 4 hours prior to event departure through the end of the school day on the day of any scheduled school activity in order to participate. The student must attend all classes the day after any scheduled school activity in order to participate in the next corresponding activity. Exceptions to this rule may be arranged and approved by the administration.
3. Pre-arranged medically excused absences will not affect participation.

.....SUMMER ACTIVITIES.....

Student groups holding student activities during the summer months are applicable. In these situations, such groups must require that their members are subject to the provisions of the Hay Springs High School Code of Conduct on a year-round basis, and are therefore subject to disciplinary measures for breaches of the "Code", regardless of the season or time of the year.

SUMMER PENALTIES: Penalties assessed during the summer will apply at the start of school activities in the next year.

APPEAL:

1. In the event the student, parent or guardian should disagree with the actions of the Activities Director/Principal, they may appeal the decision to the Superintendent by giving written notice of such appeal to the Superintendent within twenty-four (24) hours of the decision of the Activities Director/Principal. Upon receipt of such notice of appeal the Superintendent shall review the record and render his/her decision within twenty-four (24) hours of the receipt of the notice of appeal.

2. If the student, parent or guardian disagrees with the decision of the Superintendent on appeal, then the decision may be further appealed to the School Board by giving written notice of such appeal to the Secretary of the Board of Education within twenty-four (24) hours of the Superintendent's decision on appeal. The School Board shall then schedule a hearing on the matter within seventy-two (72) hours of receipt of notice of appeal and render its decision. The decision of the Hay Springs School Board shall be final for purposes of appeal to any court of competent jurisdiction.

DATE: _____ SCHOOL: HAY SPRINGS

BIRTHDATE: _____

I HAVE READ THE RULES PERTAINING TO THE CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES AND ACKNOWLEDGE AND UNDERSTAND THE PURPOSE THEREOF.

Student's Signature Date

Parent/Guardian Signature Date

All students/parents/guardians are required to sign the Code of Conduct form and return it to the Activities Director's Office. If the form is not signed and returned, the student is not eligible to participate in any school sanctioned or school sponsored activities.

This is a 365-day Code of Conduct from the date of signature.

Hay Springs Public Schools

RANDOM MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

MISSION STATEMENT

The Board of Education for Hay Springs Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples.

Drugs: Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

Drug Program Coordinator: The Drug Program Coordinator shall be the Hay Springs High School Principal or the designee.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes and/or school activities as defined by policy.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Hay Springs Public Schools, which shall include the following:

Basketball	Golf	Student Council
Cross Country	Wrestling	Football
FBLA	One Act Plays	Track
Band/Choir	Volleyball	FFA
Speech/Debate/Journalism		

*Other extra-curricular activities not required for graduation such as prom, winter ball and homecoming.

Participant: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form (EXHIBIT A) along with his/her parent or guardian, and returning said signed consent form to the High School Principal. A participant shall remain in the selection pool until the end of the current calendar school year. A student will be removed from the testing pool if he/she has voluntarily withdrawn from the testing pool.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent on that day, on the day of the student's return to school. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator: The Board will choose a nationally certified Drug Program Administrator (DPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List" identifying the student by number only. The DPA, by use of a certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Hay Springs High School will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing.

Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

DRUG SCREENING PROCEDURES

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

Alcohol Use / Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct: After-school-hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure:

1. All Current Students Participating in Extracurricular Activities

A. Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

B. Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

C. Removal from the Random Testing List

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity. If a student chooses to drop out of the testing pool mid-year they will not be allowed to re-enter the testing pool until a year from the date their name was removed.

2. Testing Procedures

A. General Guidelines

The Board and the DPA shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

B. Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

C. Testing Procedure

The Board reserves the right to utilize hair, breath, saliva or urinalysis testing procedures. Urine, hair and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

3. Collection Sites

The Drug Program Coordinator will designate a collection site(s) at Hay Springs High School where individuals may provide specimens.

4. Collection Procedures

The Board and the DPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the DPA will utilize a standard Custody and Control Form for all students participating in

extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee.

5. Return of Results

The DPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

6. Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results: Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Hay Springs High School Principal (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test or First Refusal to Submit to a Drug Test:

- DPC meeting with parent(s) and student;
- The student will be ineligible to publicly perform in any activity for 8 school days
- Written proof of alcohol/drug use assessment by a drug counselor is required at the student's expense. Follow through of the recommended drug assistance program sessions with the counselor is strongly encouraged.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for the remainder of the school year.

Second Positive Test or Second Refusal to Submit to a Drug Test:

- DPC meeting with parent/s and the student
- Suspension of the privilege to publicly perform in extracurricular activities for 16 school days.
- Five sessions of drug counseling must be completed at the student's expense before the student may petition to return to activities.
- Follow-up drug testing, a minimum of once a month, for the remainder of the school year.
- Student will return to step 2 in subsequent school years.

Third Positive Test or Third Refusal to Submit to a Drug Test

- DPC meeting with parent/s and student
- Suspension of the privilege to publicly perform in extracurricular activities for the remainder of the school year.
- An additional five sessions of drug counseling must be completed at the student's expense before the student may petition to return to activities.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the remainder of the school year.
- Student will return to step 2 in subsequent school years.

Fourth Positive Test or Fourth Refusal to Submit to a Test

- DPC meeting with the parent/guardian and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at their assigned attendance center.
- **Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy, shall have the same obligations, responsibilities and shall incur the same penalties as though the student tested positive for an illegal drug (positive test).

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and not subject to appeal.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Hay Springs High School, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

SECTION 8: STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Hay Springs Discipline Matrix

Hay Springs Schools believes in every student's right to access and obtain a quality education. Hay Springs Schools utilizes a discipline matrix to communicate the way that the school will deal with discipline issues. Consistency in dealing with unwanted school behaviors leads to a greater understanding and trust with all stakeholders. The discipline matrix guides the administration on how to deal with most situations; however, administrative discretion is necessary in certain situations. The ultimate goal with this approach is to educate our students, and provide an opportunity to change behaviors.

Bullying

Hay Springs Public Schools recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Definition of bullying: Bullying is a pattern of physical and/or mental abuse over time that results in, or is likely to result in physical and/or emotional harm. Such abuse is often viewed as a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Bullying is prohibited. Hay Springs Public Schools and staff shall not tolerate any bullying on District grounds or at any school activity on or off campus.

Staff intervention: Staff members who observe or become aware of an act of bullying will take immediate, appropriate steps to intervene. Staff members shall also report all acts of bullying to the Administration, and file a report providing as much information as possible to assist in any investigation.

Students and parents shall report bullying: The Board expects students and parents who become aware of an act of bullying to report such actions to the appropriate staff member or to the building Administration for further investigation. Students and parents may also report bullying through the Safe Schools website. A link can be found on the school website (hshawks.com). Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Copyright and Fair Use Policy

It is the school's policy to follow the Federal Copyright Law. Students are reminded that, when using school equipment and when completing course work, they also must follow the Federal Copyright Laws. The Federal Copyright Law governs the reproduction of works authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Public Displays of Affection

Public Displays of Affection will not be tolerated on school property or at school activities and will be subject to disciplinary action. Such conduct includes: kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will be sent to the office if this type of behavior occurs and will be subject to disciplinary action.

Public Indecency

Any student who commits public indecency during school or during a school activity of any kind is subject to disciplinary action. Public indecency is defined in Nebraska State Statute section 28-806.

Student Conduct on School Transportation

Safety of student passengers is primary; this overrides all other considerations. Students must be well-behaved during transportation. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any student, who is guilty of inappropriate behavior, may forfeit the privilege to ride in a school vehicle. Any case of pupil misbehavior and failure to cooperate with the driver is subject to disciplinary action.

Student Appearance Policy

All students are expected to dress and groom themselves neatly in clothes that are suitable for school. Any clothing or attire that creates a disturbance or disrupts the learning environment is not to be worn in school.

- No crop tops or sagging pants - clothes must meet in the middle
- Tank Top straps must be 2 finger widths wide
- Shorts/ skirts/ dresses must be a minimum of knuckle length
- No hats, hoods, visors, or bandanas
- No clothing that depicts guns, violence, drugs, tobacco, or alcohol
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religion, or any other protected group
- No inappropriate accessories ie: chains, gloves, sunglasses etc.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

SECTION 9: ATHLETICS AND ACTIVITIES - no changes unless AD or NSAA request

NSAA Eligibility Requirements

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance rules and regulations at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester and must be receiving a minimum of twenty semester credits during the semester of activity participation.
8. Once the season of a sport begins, a student shall 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.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. 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 making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.
12. If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
13. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
 - A. If the change in domicile by the parent 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 a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
 - C. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
 - D. Parentship does not fulfill the definition of a parent. If a Parent has been appointed for a student, the student is eligible in the school district where his /her natural parents{s} have their domicile. Individual situations involving Parentship may be submitted to the Executive Director for his review and ruling.

- E. A student shall not participate in a contest under an assumed name.
- F. A student must maintain his/her amateur status.
- G. Students who take part in activities must be eligible according to the Hay Springs District #3 Eligibility Rules and Regulations.

Before your student begins any athletic season, including practice, he or she must have the following forms filled out, signed and returned to the Office or on file in the office.

1. Physical form with health care provider's signature.
2. Check for participation fee.
3. NSAA permission to participate form.

Nebraska School Activities Association Sports Seasons

All interscholastic sports in grades 9-12 are divided into three seasons, fall, winter, and spring. The 6th (if applicable), 7th and 8th grade interscholastic athletics are divided into four seasons, fall, early winter, late winter and spring.

Extracurricular Activities

The school offers a variety of extracurricular activities for both young men and women who desire to participate in school activities.

Hay Springs Public School students have the privilege of participating, practicing and competing in any approved extracurricular program. Coaches will determine playing time in games based on their professional determination of each athlete's abilities. A varsity head coach will communicate to the players who will suit up for varsity games and this includes seniors who might not suit up for games based upon the coach's professional judgment.

It is the desire of the school system to instill in each student the desire to promote the activity program and good sportsmanship in Hay Springs Public Schools. In order for students to do this they should be willing to:

1. Consider all opponents as guests at Hay Springs and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials and judges without question.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the activity.
6. Love the activity for its own sake, not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the activity and courtesy and respect for the participants, directors, judges, coaches, officials and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire activities program something to be proud of.

Any student is welcome to try out for any of the interscholastic activities available to them provided they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in the student handbook.

EXTRACURRICULAR EVENTS -This list may not be all inclusive:

All Athletic Events	Homecoming Dance
Non-Academic Field Trips	Prom Royalty
Choir	Prom Dance
Band Activities	Prom Server
Vocal Music	Usher for Graduation
Speech Activities	Inter-Scholastic Quiz Bowl
One Act Play	CSC Scholastic Day
Homecoming Royalty	FBLA
Homecoming Usher	FFA

Activities that are required as part of a class grade and are approved by the Administration may be exempt.

Sportsmanship

Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

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

Transportation

The Activities Director/Transportation Director is responsible for the transportation of students to all activities. The Activities Director/Transportation Director will make decisions on travel after consultation with those whose input is considered essential in making the decision. Those who will be involved in the decision making process will include the Administration, the Activities Director, the Transportation Director, government agencies and others whose information is deemed necessary to make a decision. Student safety is the first and foremost consideration in making travel decisions. Once student activity groups leave the school, decisions regarding travel are at the discretion of the driver.

All members of a group must ride together as a team to the event (unless, due to extenuating circumstances, prior arrangements are made with the athletic director) and will return from a contest by the same transportation provided for taking them to the contest. (Exception: A participant may continue on a trip or return home only if the parent signs them out at the activities event or the parent has made arrangements with the Administration or Coach.) Coaches/Sponsors will ride to and from events with the team.

Student Managers/Videographers

Only ONE student manager for each team (girls' basketball, boys' basketball, etc). Student managers/videographers must be eligible. Managers must attend regular practices, attend games on weekends and evenings, and have specific job duties. Only ONE videographer per sport not per team.

Managers/ videographers are allowed to ride with the team if there is sufficient room – we will not take an extra vehicle to accommodate these positions. Middle Level managers cannot travel with High School teams.

Activities on Church Night and Sundays

According to the Nebraska School Activities Association, no activities may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community. Wednesday night is observed as church night in our community and every effort is made to have students out of the building in time to participate in these activities, or no later than 6:00 p.m.

Equipment

The athletic department tries to furnish the athlete with the equipment needed. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. All school equipment shall remain the property of the school. Any school equipment observed being worn outside of an activity will be confiscated. (Exception: Football jerseys may be worn as a team on game days and Homecoming week to show school spirit.)

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should he/she quit a sport. If an athlete fails to check in their equipment at the designated time or immediately should he/she quit a sport, he/she will be expected to pay for the cost of replacement and will be placed on the ineligible list until all equipment is returned or the appropriate fine is paid. All collections for lost equipment will be handled by the activities director.

At no time should the athlete wear equipment checked out to him/her except for practices and contests.

Activity and Sponsorship Guidelines

All school related activities must be scheduled through the office. The office should be notified of the following: times of meetings, pep rallies, and other school related activities.

Fund Raising

All fund raising activities must be approved by the office prior to beginning the fundraiser.

HSPS Activities/Athletics Fundraising Guidelines

- One fundraiser per group/team where students are selling products
- Can take on additional fund raisers if the additional opportunities are community service based... ex. Flyover, Santa Soup...
- Groups can take on concession stands and tailgates. ** Must be approved by Activities Director
- Can hold additional fundraisers for National Competitions (FBLA, FFA, Music etc.) if students have earned an opportunity to compete.
- Students and organizations cannot solicit monetary donations.

Nationals guidelines

- HSPS will provide transportation to and from the airport (Denver, Rapid) if flying.
- HSPS will provide entry fees, hotel and travel expenses for national qualifiers and one sponsor.
- HSPS will provide \$35.00 per diem for food for sponsor and qualified students
 - Supplemental or additional food costs will be borne by the student organization
- Students who do not qualify for competition but are accompanying the team to take part in training, experience, etc. - Those fees will be borne 100% by the students organization/team.

***The Superintendent and School Board reserve the right to change or deny compensation for national trips due to adverse economic situations.

State Guidelines

- HSPS will provide transportation to and from State Competitions
- HSPS will provide entry fees, hotel and travel expenses for State Competitions for students and sponsors who qualify for the competition.
- HSPS will provide \$35.00 per diem for food for sponsor and qualified students
 - Supplemental or additional food costs will be borne by the student organization/team
- Students who do not qualify for competition but are accompanying the team to take part in training, experience, etc. - Those fees will be borne 100% by the students organization/team.

Purchases of Team or Organization Apparel

All purchases of apparel to be worn by team members or organizations must be approved by the Activity Director and the Administration and meet school dress codes and school guidelines. Our groups represent our school in the public and our team clothing and purchases are to promote pride and class at all times.

Role of Middle School Athletics

The Hay Springs Middle School athletic program is for the purpose of introducing the sports offered to as many students who wish to become acquainted with the sports of the school. The athletes will be made aware of the rules and will be taught the fundamentals of the sport, or sports, they choose to participate in. In giving them that opportunity they will then be able to determine if they wish to continue on in that sport.

The coach/coaches will encourage all Middle School athletes to participate to the best of their ability and to continue to participate in the athletic program. At the same time the coach/coaches should not pressure them to do so.

Participation at the Middle School and Junior Varsity Levels

Participation at the Junior High and Junior Varsity levels is extremely important for the building of a program. At Hay Springs, we feel that if an athlete is suited up for a Junior High or JV contest, they will be expected to play. Circumstances may arise that make it unavoidable to enforce this policy but for the most part it will be adhered to.

Lettering/Award Protocol

Lettering Requirements for all Activities

Student must be recommended for a letter award by the head coach/sponsor, assistant coach and/or Activities Director.

Participation requirement will be as follows:

Football & Basketball

Participate in as many quarters as regular season varsity games.

Cross Country

Participate in ½ the varsity meets.

Volleyball

Compete in as many sets as there are volleyball matches.

Wrestling & Track

Score team points in (2) two varsity meets

Golf

Participate in ½ of the varsity meets.

Band & Chorus

Must participate in a small group activity at the district contest and be in good standing all year or be in their second year of band or chorus and participate in the district contest and all other scheduled activities and be in good standing.

Speech Team

Must be in good standing all year.

One-Act, & Play

Must be in good standing during the season. Should a participation ending injury/sickness occur, lettering will be left to the discretion of the Head Coach, Assistant Coach, and Activities Director.

Coaches and sponsors have reserved the right to award letters to seniors, student managers (9-12 only) and others giving major contributions to the team or activity.

You will not letter if you have committed any of the following during the season in which the violation occurred:

1. Suspension or expulsion from activity/contest by officials or coach.
2. Suspension/expulsion from team for violation of team/school rules (example:alcohol).
3. Failure to complete the season (if not due to injury or illness.)

Letters

First year letter winner will receive a chenille letter, one certificate with those athletic events noted and a gold pin symbolizing that sport lettered in. 2nd, 3rd, and 4th year letter winners will receive ONE certificate with those athletic events noted and a gold bar for each sport.

Subsequent letter winners will receive a gold bar for each sport and ONE certificate with sports lettered in noted. (This includes lettering in Music and Band each year the requirements are met.)

Other Rules Applicable to Activities Participants

1. Participants are required to attend all scheduled practices, rehearsals, and meetings. If circumstances arise to prevent that participant's attendance, the validity of the reason will be determined by the coach or activity supervisor. Every reasonable effort should be made to notify the coach or sponsor prior to missing practices, rehearsals, or meetings.
2. All other reasonable rules or regulations adopted by the coach or sponsor of a school activity will be publicized through written handouts prior to the beginning of the season.
3. Student participants must be in attendance a full day of school to participate in any contest, practice, or activity on the same day; unless excused by the administration prior to the day.
4. Students under suspension from school shall not be allowed to participate in any school activities during the term of the suspension.
5. Students will be allowed to participate in any school activities the day following the completion of the term of the suspension.

Dressing Room Rules

For student privacy, all use of cell phones is strictly prohibited at all times in all locker rooms. All students shall be under the supervision of the staff member in charge. A student shall not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the staff member in charge.

Students are always to respect all equipment and supplies in the training room. Coaches' offices and equipment rooms are off-limits to all students except student managers. Exception: The student is asked to enter for a conference by the staff member.

Procedure for handling any parent/player concerns

In order to resolve any conflicts or potential problems it is encouraged that anybody connected to the school program follow the following line of authority:

1. Coach/Sponsor
2. Activity Director
3. The Administration
4. Board of Education

The administration and coaches will be professional in their demeanor in order to resolve any conflicts or potential problems.

National Honor Society

The National Honor Society chapter of the school is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students in the 10th, 11th, & 12th grades who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. A complete copy of the National Honor Policy is available in the office.

Post Prom

Post Prom is run by junior parents. As such, school vehicles, tax ID numbers, buildings, etc. cannot be used for post prom. Students who miss school to solicit prizes will be considered truant.

SECTION 10: LEGAL NOTICES

Sexual Harassment

It is the policy of the school to provide an environment free from sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. The purpose of this policy statement is to establish clearly and unequivocally that the Board of Education prohibits sexual harassment by and of its employees and students and to set forth procedures, by which allegations of sexual harassment may be filed, investigated, and adjudicated. A complete copy of the Sexual Harassment Policy is available upon request.

Parent Involvement Plan

Hay Springs Public Schools recognizes the importance of open and clear communication with parents and community members. A complete copy of the Parent Involvement Plan is available upon request.

Homeless Students

A complete copy of the Homeless Student Policy is available upon request.

Notice of Nondiscrimination

The school complies with all state and federal regulations concerning nondiscriminatory practices in educational programs and activities. Questions or grievances concerning discriminatory practices should be directed to the Title IX Director, Activities Director at The School District #3.

Tobacco Free Facilities

The school system shall be declared "Tobacco Free Facilities". As such, cigarette, cigar, chew/Zyn, pipe, vaping or any and all other types of tobacco shall be prohibited.

Student Privacy Protection

It is the policy of the school to develop and implement policies which protect the privacy of students in accordance with applicable laws. The Student Privacy Protection Policy is available upon request.

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request the school will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree/major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Parents will be given information if their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional will be provided upon request. The request for information should be made to an Administrator in your child's school building. The information will be provided to you in a timely manner.

Finally, Hay Springs Public Schools will give timely notice if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB Act.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. A complete copy of FERPA is available upon request.

Asbestos

Hay Springs Public Schools has completed and has on file at the Office at 407 N. Baker the Building Asbestos Management Plan. This plan contains the results of the building inspections and the response action necessary to either abate or encapsulate any asbestos-containing material.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law. Article 10 – State and Federal Programs 87
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child’s identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

SECTION 11: STUDENT FEES POLICY

Philosophy

The Board of Education of the school has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and State and Federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

The Administration is directed to assure that such equipment is available in the appropriate classes and areas of the school building; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items and Miscellaneous

Extracurricular Activities' Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

Damaged or Lost Items

Students are responsible for the careful and appropriate use of school property. Students and their parent or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Projects

Students are permitted and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

Music Course Materials

Students will be required to furnish musical instruments for participation in music courses. A yearly \$20 fee will be charged to each band student. A \$20 deposit will be made for the use of district owned instruments (This will be returned at the end of the school year if the instrument is in good working order). Use of a musical instrument without charge is available under the District's fee waiver policy; The District is not required to provide for the use of a particular type of musical instrument for any student qualifying for the fee waiver.

In addition, students who may need items such as reeds, valve oil, etc may purchase those items from the school at a charge to the student.

Extracurricular Activities-Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation

Extracurricular Activities fees must be paid prior to participation.

Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For courses in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

Lunch Program

Students shall be responsible for items which students purchase from the District’s lunch program. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Students will not be allowed to drink pop during lunch on a day when school lunch is available, regardless of whether or not that student brings his/her own sack lunch.

Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials. A waiver request is included in the free & reduced lunch application packet.

Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook. The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.

SECTION 12: DUE PROCESS

Steps to Resolve Complaints and Concerns

If a parent or a student has concerns about a class or other school issue, they are asked to use the following chain of command:

1. Arrange a meeting with the teacher, counselor, coach, sponsor, etc
2. Arrange a meeting with the principal or activities director
3. Arrange a meeting with the Superintendent

Due Process Procedure for Long-Term Suspension, Expulsion, or Mandatory

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

1. The Administration shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation.
2. If the Administration 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
 - b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed, the student may be suspended by the Administration 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 Administration.
3. The Administration shall serve by registered or certified mail or by personal service the student and the student's parents or Parent with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
 - a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Administration.
 - b) The penalties to which the student may be subjected and the penalty which the Administration has recommended in the charge.
 - c) A statement explaining the student's right to a hearing upon request on the specified charges.
 - d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

e) A statement that the administrative representative, legal counsel for the school, the student, the student's parents, or the student's representative or Parent shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

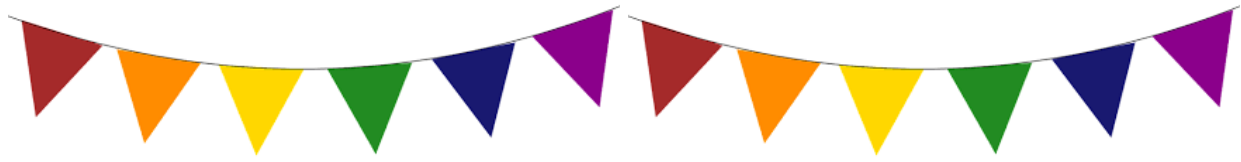
f) A form or a request for hearing to be signed by such parties and delivered to the Administration in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, Parent or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Administration has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Administration shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.



Hay Springs Early Childhood Program Handbook



The Hay Springs Early Childhood Program believes a parent is a child's first teacher.

By supporting parents, the Hay Springs Early Childhood Program will allow children to learn in a play-oriented environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting.

The Preschool, along with input from the families, will meet each child at his or her developmental level and provide activities to meet those individual needs.

Hay Springs Early Childhood Program Mission Statement:

We believe that all young children should have access to a quality early childhood program that will provide experiences to promote success at every level.

HAY SPRINGS EARLY CHILDHOOD PROGRAM

**407 N Baker Street - Hay Springs, NE 69347
(308) 638-4434**

Rachel Rasmussen-Preschool Teacher & Program Director

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Admissions Procedures and Requirements

Any child who is not eligible to attend kindergarten (5 before July 31) will be eligible for preschool enrollment in the current school year. While enrollment is open to both 3 and 4 year olds, priority will be given to four year olds.

Students must be 3 prior to July 31 of the current year to attend. If a resident five year old student is not prepared for kindergarten, he/she may attend preschool if the Hay Springs preschool has not met capacity.

If there is a waiting list for the Hay Springs Early Childhood Program, children who are attending another preschool program may be ineligible to attend the Hay Springs Early Childhood Program.

Parents need to complete an enrollment form which indicates an interest in the program. A student is **officially** enrolled in Hay Springs Early Childhood Program when an enrollment form **and** health forms are received.

Enrollment and Health forms include the following:

- Proof of immunizations
- Birth Certificate
- Free/Reduced lunch forms (if applicable)

Birth Certificate Requirements: Nebraska State law requires that a certified copy of a student's birth certificate or official verification of age be presented when enrolling a new student in our school. If your child is registering with Hay Springs Schools for the first time and you do not have a certified birth certificate, you may obtain one from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining Nebraska birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a small fee per certificate.

If a birth certificate is unavailable, other official proof of a student's identity may be used. These documents *could* include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country.

The documents must be accompanied by an affidavit signed by the parent and a Notary Public documenting the inability to produce a copy of the birth certificate.

A visit to the preschool for parents and their child can be arranged prior to the first day of attendance.

School Calendar/School Day

The preschool follows the Hay Springs Public Schools calendar for vacations and in-services. See www.hshawks.com for a complete yearly calendar.

Morning Program: 8:00 a.m. - 11:00 a.m. - Monday-Thursday

This session is for 3 year olds, who will not be eligible to attend kindergarten the following fall.

Breakfast is served daily.

There is no snack provided with the exception of special occasions such as classroom celebrations or birthday parties.

Afternoon Program: 12:00 p.m. - 4:00 p.m. - Monday-Thursday

This session is for children who are eligible to attend kindergarten the following school year.

Lunch is served daily.

There is a daily snack provided. Not served with milk.

Meals

Lunch is served daily for the afternoon program. Meals are served "family style" which means that children are encouraged to serve themselves. Meals follow USDA requirements for a healthy child's intake. For a copy of the USDA's My Pyramid for children's nutrition see

http://teamnutrition.usda.gov/Resources/mpk_poster.pdf

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is Prohibited from discriminating 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, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Arrival and Departure Procedures

You **must** use the office door for drop off. The **only** exceptions to this are the need for the handicap accessible door located in the classroom and Noah's Ark pre-school students. This needs to be set up with the teacher prior to using it.

Morning students may be dropped off beginning at 7:50 and should be picked up as close to 11:30 as possible.

Morning Arrival: Students will wait on the benches at the office for the teacher to come and welcome them and lead them to the classroom at 8:00.

Morning Departure: Students will be picked up from the benches by the office.

Afternoon students may be dropped off beginning at 11:50 and should be picked up as close to 4:00 as possible.

Afternoon Arrival: Students will wait on the benches at the office for the teacher to come and welcome them and lead them to the classroom at 12:00, unless students are arriving from Noah's Ark Pre-school.

Afternoon Departure: Students will be picked up on the sidewalk between the Elementary School and Lister Sage buildings.

All students will enter the building through the front door of the school, with the exception of Noah's Ark Preschool.

Anyone picking up your child **must** be on the emergency contact form or called into the office ahead of time or they will not be released without first receiving the consent of a primary caregiver.

If your child arrives at or leaves school between normal drop off and pick up times, you **must** sign them in/out at the office. Please notify the office or teacher if you are going to be late for arrival or departure for any reason.

Early departure can be communicated the day of via phone call or in person. Please do **not** email on the day of an expected early departure as the teacher is not always able to check emails during the school day.

Parent Information

As a child's first and most important teacher, parents are a vital part to the success of HSECP. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the preschool at any time.

Parent-Teacher Conferences will be held twice a year to discuss each child's progress and development-generally in October and March. Parents may also request a meeting at any time to discuss their child's progress.

You may also schedule a Parent/Teacher conference at the end of the second recording period.

During these visits we will discuss your child's development. We will go over your child's growth report. Scores are given through observations and anecdotal notes taken throughout your child's day. The notes are of interactions and activities that your child takes part in each day, as well as dialogue. At each visit we will also discuss any concerns or issues you may have about your child or the preschool. You may set up extra conferences by emailing or speaking with your child's teacher or calling the school at (308) 638-4434. Frequent communication is best for your child's development.

Home Visits: A minimum of two home visits (could be in conjunction with) the Parent-Teacher conferences will be conducted during the school year-generally scheduled at the beginning and end of the school year.

Parental Participation opportunities include:

- Providing treats for special occasions such as birthdays, holidays, etc.
- Sharing special family traditions through props, special food, etc.
- Assisting with class parties, field trips, classroom activities.
- Participating in special family programs.
- Receiving notes, newsletters, phone calls.
- Visiting the classroom.
- Offering to help in any other way.
- Participation in parent meetings.
- Participation in the Hay Springs Early Childhood Program Advisory Group

School Supplies

HSECP requires parents to supply a few items for the school year. If you have issues supplying these items please contact the classroom teacher.

For individual use:

- Backpack-labeled with child's name
- breakfast/lunch-labeled with child's name *if you choose to send meals
- Reusable water bottle that does **not** leak-labeled with child's name
- Complete change of clothes **including** socks in a ziplock bag-labeled with child's name
- Jacket or coat appropriate for weather each day

These items may be requested again throughout the school year. Additional items may be requested for special projects and events. Those requests will be sent via DOJO and/or weekly newsletters

Personal Possessions

The preschool is not responsible for lost or broken items.

Please write your child's name on his/her possessions. This includes backpacks, hats, gloves, coats etc.

Please refrain from bringing special or sentimental items to school unless it is for a specific purpose and the classroom teacher is made aware of said item coming to school.

Toys from home are not allowed to come into the classroom.

Policies and Procedures

The Hay Springs Early Childhood Program will follow all policies and procedures as outlined in the Hay Springs Public School Handbook. The following policies and procedures are not inclusive. Be sure to refer to the HSPS Handbook.

Re-enrollment

Parents will notify the school (teacher or office) by June 20 of their desire to re-enroll their child each spring. Re-enrollment is done by completing the enrollment form and returning it to the school. See Admissions Procedures and Requirements for more detailed information.

Immunizations

The following immunizations are required for enrollment in HSECP:

- 4 doses DTP, one given on or after 4th birthday
- 3 doses Polio vaccine
- 2 MMR, one given on or after 4th birthday
- 3 doses of HiB vaccine
- 3 doses Hepatitis B
- 1 dose varicella (chicken pox)

Field Trips/Community Walks

HSECP feels that field trips and community walks are an important learning opportunity for your child. A note will be sent home notifying the parents of any scheduled up-coming field trips. Parents are encouraged to attend.

Short community walks may be taken without notification, but precautions are in place to make sure all children are safe.

Administering Medications

Whenever possible, your child should be provided medications by you **outside** of school hours. If it is necessary for your child to take medications at school, you must provide a signed written consent for the child to be given the medication. There is an '**Authorization of Administration of Medication at School**' form available in the office.

Medication must be in the original container that is labeled by the pharmacy or the manufacturer with the same information written on the label as on the consent form. Prescription medicine requires a physician's signature for administration at school.

If your child has a chronic medical condition such as asthma or any allergies that require medical attention such as an EpiPen, please talk with the teacher.

Emergency Procedures

In the event of an emergency, it is **absolutely** necessary for the school to be able to contact the parents of a child or someone who knows the child. **It is vital that telephone numbers and addresses be kept up-to-date at all times.** Please contact the school if there is a change in phone numbers or addresses. Emergency contact numbers will be required on enrollment papers.

Illness/Head Injury

You will be required to pick your child up from school if they have a temperature of 100° or higher when taken by the school's thermometer or if they have episodes of vomiting or diarrhea while at school.

Your child will not be allowed to return to school until they have been fever free without medication for 24 hours.

You will be notified if your child has a head injury, and you will be asked to come to school to evaluate your child's condition.

IF YOUR CHILD:

- Has a fever, don't send him/her to school or activities. Children who are vomiting; have diarrhea, or a temperature of 100 degrees or greater must remain home and will be welcomed back after being symptom free (last episode of vomiting, diarrhea, fever) for 24 hours without medication.
- Is absent because he/she has any of the following diseases:
 - Conjunctivitis (Pink Eye), may return after 24 hours with physician's written approval
 - Fifth Disease, may return with rash with documented physician's written approval.
 - Ringworm may return after treatment is started.
- Is absent because he/she has Head or Body Lice, may return to school when treatment is completed and a re-examination has determined lice are no longer present.
- Has had strep throat he/she may return to school after being on medication and fever free for 24 hours.
- Has any condition, such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems it should be reported to the office and teacher.
- Needs to take medication during the school day, please refer to the 'Administering Medication' policy on page 8 of the HSECP Handbook.
- If both parents work and no one is home during the day, please make arrangements for a place to send your child should he/she become ill during the school day.

Absences

If your child is unable to attend preschool, please contact the school at (308) 638-4434 before 8:30 a.m. The office will follow the school procedure of calling families if we haven't received prior contact concerning an absence.

Severe Weather Related School Closings

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent or his designee will notify local news media.

A decision to close school is made when forecasts by the weather service and local weather conditions indicate it would be unwise/unsafe for children to go to school.

If extreme weather causes the cancellation of school, that news will be released through Chadron radio stations (KCSR AM 610 and KQSK 97.5 FM) as well as on Hay Springs Schools Facebook page, www.hshawks.com, www.chadrad.com, and Infinite Campus Messenger-generally by 6:30 a.m.

Please listen to the radio or check one of the other options if cancellation seems likely and remember that if Hay Springs Public Schools are closed; this means HSECP also.

If school is canceled during the day, parents will be notified.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students may be dismissed from school during severe weather with a telephone or personal request from the parent at the office.

Appropriate Clothing for School

The children will go outside every day for 30 minutes, please dress them accordingly-providing gloves, hats, boots, snow pants, and coats when necessary.

The extra set of clothing provided by each family will be used in the event of a blood accident, toilet accident, or any other accident. Soiled clothes will be bagged and sent home and a notification will be sent to the primary caregiver. Please send a clean set of extra clothes as soon as possible if this happens.

HSECP is not responsible for replacing damaged clothing.

It is important to dress your child appropriately for school and for existing weather conditions. Please label these items before sending them to school. Remember that the weather can change quickly. Additional socks and shoes are a good idea for wet and snowy weather.

The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important they are dressed in clothing which allows them to participate in these activities. Children will wear paint shirts when participating in messy activities, but accidents do happen.

Newsletters

The preschool teacher uses DOJO to communicate with parents about activities and upcoming events, important dates, book orders and other reminders. A weekly classroom newsletter will be sent home on Thursday each week. The school newsletter is posted on the website, www.hshawks.com.

Please be sure to check your child's backpack every day!

Confidentiality

Information concerning your child or family will not be shared with un-authorized persons without written permission by you. If you suspect that information has been shared with un-authorized persons please contact the Hay Springs Public School Early Childhood Director.

Complaint Procedures

Please follow the chain of command.

Step 1: Have a scheduled conference with the classroom teacher.

Step 2: Have a scheduled conference with the classroom teacher and the PreK-12 Principal.

Step 3: Appeal to the Superintendent if the matter is still unresolved.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Signature: _____

Date: _____

2026-2027
Hay Springs
Public Schools
Staff Handbook

Staff Expectations

Included in this document are policies and procedures that affect staff members at Hay Springs Public Schools. This handbook does not include all policies. Policies regarding staff are in Section 400 of the Hay Springs Board Policy Manual. A complete listing of all policies is available on the district website or is available in print in the office.

Mission Statement

Empower students to SOAR

- **Show Pride Through Success**
- **Own Opportunities**
- **Act Positively to Achieve**
- **Respect All**

Hay Springs Public School Board Policies

All staff members will familiarize themselves with Board Policies posted on the district website at www.hshawks.com. Particular attention should be focused on sections 400 (Personnel), 500 (Students) and Policy # 606.06 (Acceptable use of Computers, Technology & Internet).

School Day Information

Middle Level and High School instructional time begins at 8:00 am and ends at 4:15 pm. Elementary instruction begins at 8:00 am and ends at 4:00 pm. Teachers are expected to arrive by 7:30 and stay until 4:30. (9-hour day) Teachers may leave at 4:15 pm on Thursday (or days immediately preceding a holiday) provided students have left the school grounds.

Staff Parking

Staff members should park in the parking lot located across the street from the Elementary School.

Dress

Professional dress is expected on a daily basis and at school activities. Jeans and Hawk apparel are allowed on Thursdays.

Purchase Orders

Academic, instructional materials, custodial supplies and technology requisitions should be submitted to the building Principal on purchase orders forms available at the office. Activity purchase orders will be submitted to the Activities Director. All purchases must be approved by the District Superintendent prior to being made.

Grading

Teachers are expected to take meaningful grades each week and keep their grades current on Infinite Campus. All grades must be posted by 7:00 am Monday morning so that the ineligibility list can be run and posted.

Lesson Plans

Teachers are required to turn in weekly lesson plans in prior to 8:00 am on the first day of the week in the Common Planner lesson plan system. Please make sure that your lesson plans are detailed enough that if administration does a walkthrough in your classroom, it will be obvious that you are following your lesson plans for the week.

Attendance

Teachers are to take attendance at the beginning of every period and enter it into Infinite Campus. If a student is marked absent but shows up to class in the first 10 minutes of class, change their attendance marking to tardy and note the time they arrived. If they arrive after the first 10 minutes of class, leave the attendance marking as absent, but please note the time they arrived.

Staff Meetings

Staff meetings will be held monthly. Administration reserves the right to schedule meetings with staff members as needed. Attendance at staff meetings is important and all staff are expected to attend unless excused prior to the meeting. Staff meetings may be district wide or divided into elementary/secondary.

Student Supervision

Teachers are responsible for instruction and the supervision of students at all times during the school day. Students should never be left unsupervised. Teachers are responsible for his/her students during the class period, and teachers need to keep students in the classroom. Middle Level/High School teachers are expected to monitor the halls during passing periods. All teachers are expected to help supervise students during games or outside activities.

Student Discipline

Teachers are responsible for maintaining appropriate behavior in their classrooms. Teachers are expected to be consistent in following school policies, such as electronic devices, hats in the building, students leaving the classroom, etc. All behaviors should be noted in SWIS.

Any actions needing to be recorded in Infinite Campus will be documented by administration.

Electronic Device Policy

Personal Laptops, eReaders, music players, cell phones, and other mechanical or electronic devices that are not required for classroom use or for medical reasons, are not allowed in the student's possession. Teachers who confiscate a device should send the device to the office. The device will be returned based on the discipline matrix. Students may use electronic devices during lunch or between classes. This is a privilege. If students abuse the privilege, the privilege will be removed. Teachers are expected to be role models for students especially in the area of cell phone use.

In-Service

Teachers are expected to participate in all District scheduled in-service days. The district may also send staff to appropriate workshops or training outside of district scheduled in-service days. Outside in-service must be approved through the office prior to attendance. If a district owned vehicle is not available, the district will pay mileage. Appropriate expenses may be charged on a district card or reimbursed at the next board meeting.

Leave

PTO, personal, and professional requests need to be completed and turned in at least 5 days prior to the event when possible. Sick leave should be turned in as soon as you return to school if it was not approved prior to your absence. In the case where additional leave is necessary, please visit with the superintendent about adjustments to be made. Professional leave requests need to be approved by the building principal.

Substitute Teachers

The building Principal will find substitutes and keep the substitute calendar current. Please contact Tera and Staci via text. Please notify the appropriate personnel as soon as you know you will be absent. If possible, leave should be submitted prior to the absence. If you are sick, the leave should be submitted as soon as you return to school.

Coaches are responsible for turning in a leave request for every game/activity that requires them to be gone during the school day. Do not assume that the office knows you need a sub. **Coaches and sponsors, requesting leave at the beginning of the season is recommended.** Activity leave should be submitted no later than one week prior to the event. Rescheduling of events due to weather etc. will need leave requests adjustments as well. This is the coach's responsibility.

Transportation

Transportation requests should be submitted in advance (**48 hours minimum**) if you need a vehicle for any purpose. The district will provide transportation to school activities and staff professional development activities. If a vehicle is available, but you choose to take your own vehicle, you will not be reimbursed. Staff members will be required to keep track of mileage and make certain vehicles are cleaned after each use.

Extra Duty Hours

Certified staff turning in extra duty hours are required to turn in those hours to the Business Office by the first Tuesday of the month for the previous month. (i.e. August hours are due by the first Tuesday of September). Certified staff extra duty hours must be approved by administration.

Fundraisers

All fundraisers must be approved by the principal and AD. Fundraising forms are available online. Fundraisers should be scheduled and approved at least two weeks prior to the start of the fundraiser.

Ticket Taking

Staff members, who do not coach or have other athletic responsibilities, are expected to take tickets for two events in the fall season and two events in the winter season. Staff members will be given a staff pass to events.

Confidentiality

The information below represents only a synopsis of the federal regulations and does not include state requirements. It may be important to view the entire document to fully understand the legal requirements. (see links to full information) www.ed.gov/policy/gen/guid/fpco/ferpa/students.html
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law. In fact, one of the conditions for receiving federal funds requires procedures and adherence to FERPA.

402.15 STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

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

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment by Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or

- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

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

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

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

This policy shall be included in future employee, student and volunteer handbooks.

410.03R1 CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATIONS

Determining the 12-month previous employment eligibility:

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

Spouses employed by the same employer:

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Serious Health Condition defined:

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider, which includes:
 - A. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - 1) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity);
 - or

- 2) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
- B. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- C. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- D. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- E. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Intermittent Leave for "Instructional Employees":

Special rules apply if an employee employed "mainly in an instructional capacity" requests intermittent leave or leave on a reduced schedule because of his/her own serious health condition or the serious health condition of a parent, child, or spouse that is foreseeable based on a planned medical treatment and the employee would be gone for more than twenty percent (20%) of the working days during the period of leave. In such cases, the district may require the employee to do the following things:

1. Take leave for periods of a particular duration not to exceed the duration of the planned medical treatment.
2. Transfer temporarily to another position offered by the district for which the employee is qualified, as long as the new position has equivalent pay and benefits and better accommodates the recurring periods of leave.

An instructional employee who takes leave constituting less than twenty percent (20%) of the working days during the leave period would not be subject to transfer to an alternative position, or a requirement to be on leave for the duration of the treatment period.

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:

1. The employee, whether requesting leave because of his/her own serious health condition or because of the serious health condition of a parent, child, or spouse fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures or a continuous treatment schedule).
2. The employee, whether requesting leave for his/her own serious health condition or because of the serious health condition of a family member, fails to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Intermittent leave or a reduced leave schedule may not be taken for the birth of a child or for the placement of a child for adoption or foster care.

When intermittent leave or leave on a reduced leave schedule is requested based on planned medical treatment, the district also may alter an existing job to better accommodate the employee's need for intermittent or reduced leave. The alternative or altered position must have equivalent pay and benefits.

End-Of-Semester Circumstances

In some circumstances, the district may require instructional employees to continue their leave to the end of the academic semester within the FMLA guidelines.

Maintenance of Health Benefits

The district is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the district may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Notice and Certification

Employee Notice: Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the district's usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for the district reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave due to a FMLA-qualifying reason for which the district has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice: The district will post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Additionally, the district will either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.

When an employee requests FMLA leave or the district acquires knowledge that leave may be for a FMLA purpose, the district shall notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the district has enough information to determine that leave is being taken for a FMLA-qualifying reason, the district must notify the employee that the leave is designated and will be counted as FMLA leave.

Certification: The district may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The district may require second or third medical opinions (at the district's expense) and periodic recertification of a serious health condition. The district may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious health condition. The district may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, the district may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

415.03R1 SUPPORT STAFF FAMILY AND MEDICAL LEAVE REGULATIONS

Determining the 12-month previous employment eligibility:

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

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2. Continuing treatment by a health care provider, which includes:
 - F. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - 1) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity);
 - or

- 2) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
- G. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- H. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
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Intermittent leave or a reduced leave schedule may not be taken for the birth of a child or for the placement of a child for adoption or foster care.

When intermittent leave or leave on a reduced leave schedule is requested based on planned medical treatment, the district also may alter an existing job to better accommodate the employee's need for intermittent or reduced leave. The alternative or altered position must have equivalent pay and benefits.

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Employees must provide sufficient information for the district reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave due to a FMLA-qualifying reason for which the district has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice: The district will post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Additionally, the district will either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or must distribute a copy of the notice to each new employee upon hiring.

When an employee requests FMLA leave or the district acquires knowledge that leave may be for a FMLA purpose, the district shall notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. When the district has enough information to determine that leave is being taken for a FMLA-qualifying reason, the district must notify the employee that the leave is designated and will be counted as FMLA leave.

Certification: The district may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. The district may require second or third medical opinions (at the district's expense) and periodic recertification of a serious health condition. The district may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious health condition. The district may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, the district may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as

fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall distribute regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall distribute regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also distribute any regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all student's in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for the handling of fees for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference: **Neb. Constitution, Art VII, Sect. 1**
Neb. Statute 79-215 (tuition)
79-241 (option student busing)
79-605 (nonresident busing)
79-611 (transportation fees)
79-734 (books, equipment and supplies)
79-2,104 (student files)
79-2,125 to 2,134 (student fees law)
79-1104 (before-and-after-school services)
79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items
506 Student Activities
507.01 Student Records Access
801 Transportation
802.05 Free or Reduced Cost Meals Eligibility
1005.01 Public Complaints

HAY SPRINGS PUBLIC SCHOOLS
FEE WAIVER REQUEST FORM

Student's Name _____ School/Grade _____

Parent/Guardian _____ Date _____

Explanation for Waiver Request _____

I hereby agree to waive all confidentiality rights associated with the free/reduced meal program thereby allowing this waiver request information to be shared with appropriate school district personnel.

Parent/Guardian signature _____ Date _____

All applicants for the fees waiver must have a free/reduced meal application form completed and on file with the school office. If that has not been done, please complete the form and attach it to this waiver form when returning it to the office personnel.

Waiver of Fees is Approved _____ Yes _____ No

Fees to be Waived _____

Reasons for denial of request:

_____ All requested documents not completed/submitted.

_____ Student does not qualify for free/reduced lunches

_____ Student did not meet deadlines for request of fee waiver

_____ The fees/costs requested to be waived do not meet state guidelines for allowable fee waivers

_____ Student currently owes for damages to specialized equipment previously provided to the student, specifically: _____

_____ Other reasons: _____

Administrator _____ Date _____

Approved **4/8/2024**

Reviewed **G.C. April 24**

2026-2027 Fees/Price List					
Admission Prices and Participation Fees					
	2022-23	2023-24	2024-25	2025-26	2026-27
Varsity Events					
Adult	\$5.00	\$5.00	\$5.00	\$5.00	
Senior Citizen	\$3.00	\$3.00	\$3.00	\$3.00	
Student (K-12)	\$3.00	\$3.00	\$3.00	\$3.00	
Pre-Kindergarten	FREE	FREE	FREE	FREE	
JV or JH Events					
Adult	\$3.00	\$3.00	\$3.00	\$3.00	
Senior Citizen	\$3.00	\$3.00	\$3.00	\$3.00	
Student (K-12)	\$3.00	\$3.00	\$3.00	\$3.00	
Pre-Kindergarten	FREE	FREE	FREE	FREE	
Passes-Family Pass includes: Parents and students grades 0-12 residing in the same household					
Family Pass	\$100.00	\$100.00	\$100.00	\$100.00	
Adult Pass	\$40.00	\$40.00	\$40.00	\$40.00	
Student Pass (K-12)	\$30.00	\$30.00	\$30.00	\$30.00	
Senior Citizen Pass		\$30.00	\$30.00	\$30.00	
Participation Fees (includes free admission to home activities)					
High School	\$75.00	\$75.00	\$75.00	\$75.00	
Middle School	\$65.00	\$65.00	\$65.00	\$65.00	
Meal Prices					
Hot Lunch Meal					
Adult	\$3.65	\$4.60	\$5.00	\$5.00	
6th-12th Grades	\$3.25	\$3.25	\$3.50	\$3.50	
PK-5th Grades	\$2.75	\$2.75	\$3.00	\$3.00	
Breakfast					
Adult	\$2.25	\$2.75	\$2.75	\$2.75	
PK-12 Grades	\$1.75	\$1.75	\$1.75	\$1.75	
Seconds/Extras					
Main Dish	\$1.00	\$1.00	\$1.00	\$1.00	
Dessert	\$0.50	\$0.50	\$0.50	\$0.50	
Milk	\$0.40	\$0.40	\$0.40	\$0.40	
Other Fees					
Elementary Supplies	\$25.00	\$25.00	\$25.00	\$25.00	
Yearly Band Fee-HS				\$20.00	
Band Instrument Rental Deposit				\$20.00	
Instrument Supplies				\$2.00	
Copies					
Color	\$1.00	\$1.00	\$1.00	\$1.00	
Black and White	\$0.50	\$0.50	\$0.50	\$0.50	
Lamination					
per linear foot	\$2.00	\$2.00	\$2.00	\$2.00	

PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided as soon as it becomes available each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.

Approved **June 13th 2022** Reviewed **Mr. L 6/13/2022** Revised _____

The following activities will also be included in the district's plan for parental and family involvement:

1. The district will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;
2. The district will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;
3. The district will build the schools' and parents' and family members' capacity for strong parental and family involvement;
4. The district will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The district will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The district will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access
 606.03 Objection to Instructional Materials
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints

SCHOOL WELLNESS

The board adopts this policy to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. This will assist in providing students with the opportunity to achieve personal, academic, developmental and social success.

1. **District Wellness Committee**

Committee Role and Membership

The District will convene a representative District Wellness Committee (DWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; school nutrition program representatives; physical education teachers; health education teachers; school health staff or representatives, and mental health and social services staff; school administrators, school board members; health professionals; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school site's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school-level wellness policy coordinators.

2. **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as

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well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the District's Central Administrative Office, and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading

and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and

compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. **Nutrition**

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). Other District nutrition programs in which the district participates may include the Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Summer Food Service Program (SFSP), Nebraska Beef in Schools programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts, Grab 'n' Go Breakfast, or others.

All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)

- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school

campus” and “school day” are defined at the end of this policy). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, “will meet or exceed state nutrition standards”. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, “will meet or exceed state nutrition standards,” including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

The District will make available to parents and teachers a list of healthy fundraising ideas or similar resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans

- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully?
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, "state nutrition standards," such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other

durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. **Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in Let's Move! Active Schools (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All District middle school students will be required to take physical education. All District high school students will have the opportunity to take physical education as an elective.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and the district will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down

- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and conditions are feasible for outdoor play. In the event of indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by offering options such as physical activity clubs, physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by specifically selecting and engaging in six or more of the activities below or others as added by the District:

- Designate safe or preferred routes to school

- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors and may provide examples of specific actions staff members can take. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Definitions:

Extended School Day – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C.
Section 1758b
7 CFR Sections 210 and 220
National School Lunch Program, 42 U.S.C. Section
1751 et seq.
NDE Rule 10