

Board of Education Regular Meeting
Monday, August 14, 2023 7:00 PM
HS CONFERENCE ROOM
705 N 9th Street
Arlington, NE 68002

1. OPENING PROCEDURES
 - 1.1. Call Meeting to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
 - 1.4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
 - 3.1. Minutes of the Previous Board Meeting(s)
 - 3.2. Monthly Financial Reports
 - 3.3.
 - Resignations:
 - Hires: Brittney Bost, Elementary Para
 - Reassignments:
4. PRINCIPALS' REPORTS
 - 4.1. Mrs. Morgan's Elementary Report
 - 4.2. Mr. Pfingsten's Secondary Report
 - 4.3. Mr. Shada's Activity Report
5. SUPERINTENDENT'S REPORT
 - 5.1. Review Rule 10 External Safety Visit/Inspection Report
 - 5.2. Enrollment Report
 - 5.3. NASB and NRCSA updates
 - Arlington Featured One More Month in NRCSA
6. COMMITTEE AND REPRESENTATIVE REPORTS
 - 6.1. Finance Committee
 - 6.2. Buildings and Grounds Committee
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - 8.1. Discuss and Consider Revision to Policy No. 5205-Graduation
 - 8.2. Discuss Consider, and Take Necessary Action to Adopt Amended Policy 5006-Resolution & Appendix 1
 - 8.3. Discuss, Consider and Take Necessary Action to Approve the 2023-2024 Coaches/Sponsors Handbook
 - 8.4. Discuss, Consider and Take Necessary Action to Authorize Purchase of 12-Passenger Van TBD with Price Not to Exceed \$55,000
 - 8.5. Discuss, Consider and Take Necessary Action to Approve Substitute Certificated Teacher Pay for 2023-2024
 - 8.6. Discuss, Consider and Take Necessary Action to Approve Contract for Occupational Therapy Related Services as Presented for the 2023-2024 Year

- 8.7. Discuss, Consider, and Take Necessary Action to Discontinue Accreditation Process with Cognia and Transition to Nebraska Continuous School Improvement Frameworks for Accreditation
- 8.8. Discuss, Consider and Take Necessary Action to Adjust **Adult** Breakfast and Lunch Prices as Required by the State and Federal Hot Lunch Program (\$2.75 Breakfast, \$4.60 Lunch)
- 8.9. Discuss, Consider and Take Necessary Action to Approve Arbor Family Counseling Contract for 2023-2024
9. ADJOURNMENT

Board of Education Regular Meeting

Monday, July 10, 2023 7:00 PM Central

HS CONFERENCE ROOM

705 N 9th Street
Arlington, NE 68002

1. OPENING PROCEDURES

1.1. Call Meeting to Order

Matt O'Daniel called the meeting to order at 7:00pm

1.2. Roll Call

All Board members were present- Jason Arp, Present: Cassie Flesner, Present: Chase Kratochvil, Present: Brian Laaker, Present: Matt O'Daniel, Present: Shanon Willmott, Present. Also Present were Dr. Dawn Lewis, Superintendent, and recording secretary Jennifer Arp.

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Chase Kratochvil and a second by Shanon Willmott.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

2. WELCOME TO GUESTS AND PUBLIC FORUM

2.1. Arlington Athletic Booster Club Board Members

Dawn Klein and Jill Nielsen were present to represent the Board of Directors for the APS Athletic Booster Club.

They would like to address a section of the coaches handbook about requests to the Booster Club needed to go through the Athletic Director and the booster club would not honor requests that do not come through the Ad.

Matt O'Daniel spoke on behalf of the board and that discussion would be had at the next board meeting, the handbook will be addressed at next board meeting due to not being able to meet with Mr. Shada.

3. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Matt O'Daniel and a second by Chase Kratochvil.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

3.1. Minutes of the Previous Board Meeting(s)

3.2. Monthly Financial Reports

* Update

WalMart GF amount is \$1394.12

VISA GF Amount is \$6936.45

* Financial reports will be missing VISA and Walmart's actual totals- they will show as hand payables next month due to having to track down charges and receipts.

3.3.

Resignations:

Hires:

- Katherine Dawson, Para
- Sabrena Lozo, Para

Reassignments:

4. SUPERINTENDENT'S REPORT

4.1. NASB and NRCSA Reports

- Arlington is featured in the NRCSA Member Highlight section this month!

4.2. 22-23 Final Leave Log and Carryover Report

4.3. Review Math Curriculum Pilot

- Big Ideas (Currently in use) 6-12
- Reveal (New Selection) PK-5

Dr Lewis discussed the pilot items for math curriculum for Math- pilot materials are no longer free to use and see if you like this material, so there is now a upfront cost to get the pilot material, and if you choose to stay with one of the pilot programs, the school will recoup these costs back as the company will roll this fee into the material fee if you choose to use the particular program.

4.4. Review Arbor Family Counseling Usage Report

4.5. Summer Project Progress Report

5. COMMITTEE AND REPRESENTATIVE REPORTS

5.1. Finance Committee

The finance committee met on Monday July 10th at 5:30 before tonight's meeting.

They reviewed preliminary numbers on the budget. It should be a positive year and should see numbers reduced on our levy for the 23-24 tax asking, and the school should be able to pay off the lease purchase agreement off a year early.

5.2. St. Paul's Liaison Committee

This group met Friday July 7th at 2:00pm

Two members were unable to be present, and this group will schedule another time to meet possibly out at St. Paul's to discuss any further

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.1. Discuss, Consider, and Take Necessary Action to Approve Changes to the Following Handbooks:

- Elementary 23-24 Student

- 2023-24 MS&HS Student Handbook
- 2023-24 Staff Handbook
- 2023-24 Support Staff Handbook
- 2023-2024 Bus Driver Handbook

Motion to Adopt Student, Staff, and Bus Driver handbooks as presented for 2023-2024 Passed with a motion by Chase Kratochvil and a second by Jason Arp.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

7.2. Discuss and Consider Policy Updates on Second Reading:

- 1101-Use of School Facilities: Student Groups
- 5004-Full-time and Part-time Enrollment
- 5103-Extracurricular Activity Discipline
- 5006-Resolution and Sample Letter (Option Enrollment)
- 5101-Student Discipline
- 5102-Alternative Education
- 5205-Graduation
- 6212-Assessments--Academic Content Standards
- 6215-Collection of Information Relating to Dyslexia
- 6284-Initiations, Hazing, Secret Clubs and Outside Organizations
- 6600-Special Education
- 6700 Firearm Policy
- 6921-Seizure Safe Schools
- 6930-Behavioral Points of Contact
- 8130-Annual Organization Meeting
- 6288-Artificial Intelligence

Adopt Policies as presented on Second Reading Passed with a motion by Cassie Flesner and a second by Shanon Willmott.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel: Yea, Shanon Willmott: Yea

7.3. Discuss and Reaffirm the Following Policies:

- Parental Involvement
- Bullying
- Student Fees
- Anti-Harrassment

7.4. Discuss, Consider and Take Necessary Action to Enter Into Agreement with Methodist Fremont Health for Athletic Training Services for 23-24 School Year

Motion to enter into Contract with Methodist For Athletic Training for 2023-2024 as discussed.
Passed with a motion by Chase Kratochvil and a second by Jason Arp.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel:
Yea, Shanon Willmott: Yea

7.5. Discuss, Consider and Take Necessary Action to Set Breakfast and Lunch Prices for 2023-
24 School Year

Motion to increase lunch prices for K-6, 7-12, and Adults by \$.05 per meal, and leave breakfast
prices as previous year Passed with a motion by Cassie Flesner and a second by Brian Laaker.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel:
Yea, Shanon Willmott: Yea

7.6. Discuss, Consider and Take Necessary Action to Approve Budgeted Transfer of \$10,000
from General Fund to Activities Fund (Athletics)

Motion to Approve Budgeted Transfer of \$10,000 from General Fund to Activities Fund Passed
with a motion by Matt O'Daniel and a second by Chase Kratochvil.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel:
Yea, Shanon Willmott: Yea

This is a budgeted Item, and just have to have a formal motion from the board to make the
transfer.

The general fund typically helps to support athletics and this is the way to help cover the rising
costs of athletics that are not covered by admissions prices.

7.7. Discuss, Consider and Take Necessary Action to Approve 2022-2023 Transportation Report
and Set 2023-2024 Rate of Reimbursement for St. Pauls Lutheran School

Motion to Approve Transportation Report and set Mileage Reimbursment to St. Paul's School at
\$1.11 per mile Passed with a motion by Chase Kratochvil and a second by Brian Laaker.

Jason Arp: Yea, Cassie Flesner: Yea, Chase Kratochvil: Yea, Brian Laaker: Yea, Matt O'Daniel:
Yea, Shanon Willmott: Yea

8. ADJOURNMENT

Matt O'Daniel adjourned the meeting at 7:49 pm

**Arlington Public Schools
July 31, 2023**

Fund Name 2 Rivers Bank	Bank Statement Starting Balance	Receipts	Disbursements	Interest	Interfund Transfers	Bank Statement Ending Balance
General Fund - 864	\$ 2,810,485.20	\$ 335,016.79	\$ 875,566.56	\$ 4,791.22	\$ 20,020.73	\$ 2,294,747.38
Activities - 109	\$ 202,444.22	\$ 7,388.50	\$ 19,501.81	\$ 355.85	\$ -	\$ 190,686.76
Hot Lunch - 487	\$ 232,583.18	\$ 63.64	\$ -	\$ 427.17	\$ (20,020.73)	\$ 213,053.26
Depreciation Fund	\$ 807,757.18		\$ -	\$ 2,846.63	\$ -	\$ 810,603.81
Depreciation CD - 5826	\$ 255,793.08		\$ -	\$ 132.52	\$ -	\$ 255,925.60
					Total Depreciation:	\$ 1,066,529.41
2017 Bond Refunding	\$ 498,496.99	\$ 16,808.22		\$ 1,334.24	\$ -	\$ 516,639.45
QCPUF	\$ 394,270.82	\$ 11,205.47		\$ 1,055.28		\$ 406,531.57
Spec Bldg Fund	\$ 1,009,848.73	\$ 22.64		\$ 2,702.90	\$ -	\$ 1,012,574.27
Sp Bldg CD (none for now)	\$ -	\$ -	\$ -		\$ -	\$ -
					Total Spec Bldg:	\$ 1,012,574.27
Total Special Funds	\$ 2,966,166.80	\$ 28,036.33	\$ -	\$ 7,939.05	\$ -	\$ 3,002,274.70
Total SF minus CD's	\$ 2,710,373.12					\$ 2,746,349.10

Activity Balances as of		7/31/2023			
Source Code:	Account	Beginning Bal	YTD Revenues	YTD Expenditures	Balance
701	One School One Team	\$ 3,963.75	\$12,807.29	\$17,400.73	\$ (629.69)
702	Always For Kids ELEM	\$ 33,257.52	\$2,819.29	\$15,546.90	\$ 20,529.91
702	HS Always for Kids	\$ 3,622.04	\$236.20	\$2,755.70	\$ 1,102.54
703	Art Class	\$ 13,032.17	\$2,372.72	\$8,468.67	\$ 6,936.22
704	Art Club	\$ 1,632.03	\$0.00	\$0.00	\$ 1,632.03
705	Athletics	\$ 7,714.00	\$68,515.84	\$110,071.91	\$ (33,842.07)
706	Band	\$ 7,266.24	\$10,905.20	\$12,052.54	\$ 6,118.90
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
709	Cheerleading	\$ 2,255.82	\$11,405.84	\$15,239.97	\$ (1,578.31)
710	Welding	\$ 456.15	\$510.00	\$0.00	\$ 966.15
714	SKILLS	\$ 1,070.14	\$1,790.00	\$2,266.75	\$ 593.39
717	Transition	\$ 1,613.51	\$0.00	\$0.00	\$ 1,613.51
720	Concessions	\$ 2,836.00	\$34,712.20	\$35,095.53	\$ 2,452.67
721	Dance Squad	\$ 3,130.76	\$4,361.14	\$11,461.61	\$ (3,969.71)
722	Drama	\$ 461.35	\$2,013.44	\$986.74	\$ 1,488.05
723	MS STEM	\$ 59.75	\$0.00	\$0.00	\$ 59.75
724	Elem Lounge	\$ (55.16)	\$55.16	\$0.00	\$ -
726	FBLA	\$ 13,562.37	\$35,743.37	\$36,031.47	\$ 13,274.27
727	Football	\$ 12,728.91	\$7,918.25	\$2,985.96	\$ 17,661.20
728	Reimbursement (genera	\$ 370.33	\$1,902.27	\$1,577.17	\$ 695.43
732	Fam Cons Science	\$ 1,532.52	\$1,305.00	\$2,349.62	\$ 487.90
733	Wrestling	\$ 2,172.38	\$7,528.00	\$8,610.13	\$ 1,090.25
735	Honor Society	\$ 1,171.06	\$422.80	\$434.90	\$ 1,158.96
736	Activities Interest	\$ (41.61)	\$41.61	\$0.00	\$ -
737	MS Student Council	\$ 2,234.91	\$595.00	\$0.00	\$ 2,829.91
739	Library Fund Elem/HS	\$ 2,448.12	\$3,364.99	\$2,076.66	\$ 3,736.45
740	Industrial Tech / Woods	\$ 1,614.56	\$2,350.00	\$4,101.67	\$ (137.11)
742	Quiz Bowl	\$ 970.82	\$0.00	\$100.00	\$ 870.82
744	HS Lounge	\$ 251.17	\$0.00	\$0.00	\$ 251.17
746	Spanish Club	\$ 149.97	\$0.00	\$0.00	\$ 149.97
747	Speech	\$ 840.60	\$548.02	\$1,140.71	\$ 247.91
748	Spring Musical	\$ 8,023.61	\$17,365.04	\$13,897.09	\$ 11,491.56
749	Student Council	\$ 4,324.40	\$4,018.16	\$4,156.28	\$ 4,186.28
750	Student Vending	\$ 1,403.01	\$0.00	\$0.00	\$ 1,403.01
751	Swing Choir	\$ 895.51	\$2,209.83	\$0.00	\$ 3,105.34
753	Yearbook	\$ 5,199.96	\$11,630.00	\$11,943.43	\$ 4,786.53
756	Pepsi	\$ (297.15)	\$3,342.69	\$1,489.39	\$ 1,556.15
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
761	Honors History	\$ -	\$0.00	\$0.00	\$ -
762	Baylor/ACT	\$ 2,981.09	\$216.00	\$216.00	\$ 2,981.09
764	Metro	\$ 31,850.84	\$0.00	\$1,049.99	\$ 30,800.85
766	FFA	\$ 23,063.40	\$43,381.02	\$41,036.35	\$ 25,408.07
768	Class of 2022	\$ 962.37	\$0.00	\$0.00	\$ 962.37
770	K3 Basketball Camp	\$ -	\$2,130.00	\$1,826.88	\$ 303.12
772	Class of 2023	\$ 2,945.98	\$25.00	\$1,926.62	\$ 1,044.36
773	Class of 2024	\$ 4,916.15	\$3,388.00	\$5,089.66	\$ 3,214.49
774	Class of 2025	\$ 2,420.98	\$2,690.02	\$483.12	\$ 4,627.88
775	Class of 2026	\$ -	\$914.90	\$0.00	\$ 914.90
782	Volleyball	\$ 4,369.61	\$7,068.12	\$4,097.58	\$ 7,340.15
783	Boys Golf	\$ 1,830.56	\$1,153.00	\$75.00	\$ 2,908.56
784	Girls Golf	\$ 4,236.21	\$1,173.00	\$459.36	\$ 4,949.86
785	Cross Country	\$ 3,754.88	\$6,307.00	\$5,779.12	\$ 4,282.76
786	Track Fund	\$ 1,354.58	\$2,985.00	\$1,625.74	\$ 2,713.84
787	MS Track	\$ 222.12	\$0.00	\$0.00	\$ 222.12
788	Softball	\$ 1,575.92	\$4,262.90	\$3,542.26	\$ 2,296.56
789	Baseball Fund	\$ 3,976.58	\$4,545.84	\$2,560.99	\$ 5,961.43
790	Boys Basketball	\$ 4,262.32	\$5,893.25	\$8,039.15	\$ 2,116.42
791	Girls Basketball	\$ 384.56	\$5,800.25	\$4,063.40	\$ 2,121.41
792	MS Girls Basketball	\$ (24.00)	\$304.00	\$256.50	\$ 23.50
793	Striv	\$ 400.00	\$5,775.00	\$3,880.08	\$ 2,294.92
794	Sped	\$ 420.25	\$2,472.44	\$1,612.29	\$ 1,280.40
795	Wellness (District)	\$ 900.00	\$5,810.00	\$5,729.47	\$ 980.53
796	Elementary Activity	\$ -	\$152.00	\$152.00	\$ -
799	Girls On The Run	\$ 443.75	\$0.00	\$0.00	\$ 443.75
	Totals	\$239,818.17	\$359,136.09	\$415,743.08	\$183,211.18

**General Fund
2022-2023**

<u>Receipts</u>	<u>Budgeted</u>	<u>Actual Receipts</u>	<u>% Received</u>	<u>Last Year At this time %</u>
Property Taxes	\$ 7,259,435.00	\$ 6,024,857.79	82.99%	87.57%
Carline Taxes	\$ 4,000.00	\$ 4,661.02	116.53%	105.59%
Motor Vehicle	\$ 380,000.00	\$ 413,449.67	108.80%	105.41%
PreSchool Tuition	\$ 15,000.00	\$ 15,780.00	105.20%	89.33%
County Sources	\$ 25,000.00	\$ 34,336.67	137.35%	100.60%
State Aid	\$ 1,189,903.00	\$ 1,189,903.00	100.00%	110.00%
Sped SA Revenue	\$ 400,000.00	\$ 441,137.15	110.28%	143.76%
Federal & all other	\$ 428,750.00	\$ 1,791,247.86	417.78%	
Transfer From Depreciation	\$ -	\$ -	-	
	\$9,702,088.00	\$9,915,373.16	102.11%	112.47%

<u>Expenditures:</u>	<u>Budgeted</u>	<u>Expenditures YTD</u>	<u>% Disbursed</u>	
General Fund Totals				
Elementary	\$ 4,069,804.58	\$ 3,547,641.54	87.17%	83.54%
Secondary	\$ 4,508,413.27	\$ 3,516,512.23	78.00%	84.17%
District	\$ 2,210,342.50	\$ 1,380,934.40	62.48%	56.60%
Total	\$ 10,788,560.35	\$ 8,581,462.95	79.54%	79.18%

General Fund Categories of Particular Interest

<u>Special Education</u>				
Elementary	\$ 726,928.19	\$ 495,215.23	68.12%	75.24%
Secondary	\$ 500,005.10	\$ 393,641.38	78.73%	70.02%
Transportation				
Elementary	\$ 176,150.46	\$ 84,346.26	47.88%	62.83%
Elem Transportation Maint.	\$ 90,644.32	\$ 73,092.14	80.64%	59.31%
Secondary	\$ 93,747.01	\$ 64,198.09	68.48%	70.61%
HS Transportation Maint.	\$ 22,661.08	\$ 32,363.22	142.81%	188.19%

District Level Categories of Particular Interest

<u>Facilities and Operations</u>				
Operat of Building	\$ 542,992.32	\$ 427,449.12	78.72%	78.00%
Building Maint.	\$ 414,666.61	\$ 164,233.04	39.61%	8.94%
Grounds Maint	\$ 102,850.00	\$ 30,330.44	29.49%	16.37%

CHECK REGISTER FOR AUG 2023 BOARD MEETING

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
American Broadband	Telephone service	\$ 410.65
Airgas	welding tank rental	\$ 116.75
ASI Associates	Science Requisition orders	\$ 208.65
Bauer Built Tire	Tires for bus 2018	\$ 1,260.46
Blair Community School	OT Agreement	\$ 1,294.07
Blick Art	Art supplies for 23-24	\$ 259.65
Martin Clausen	Pest Control Services	\$ 92.64
Capital One (Walmart)	supplies	\$ 130.36
Carolina Biological	Science & AG Supplies 23-24	\$ 2,378.07
Demco	Library Supplies	\$ 522.57
D B Nebraska	Condesor boxes - Maintenance	\$ 1,500.00
Dietze Music	Soloist books,	\$ 314.64
Dennis Supply	Ignition control for maintenance	\$ 208.03
Enterprise Publishing	Legals, board meeting minutes for paper	\$ 230.40
Eagle Auto	Tire, Van Repair	\$ 123.08
Eakes Office	Contract Overage on copies	\$ 226.85
5th Season	Extra roundup spraying	\$ 350.00
Follette Content	Library books for 23-24	\$ 1,386.23
Follette School Solutions	Media Renewal for 23-24	\$ 1,104.41
Foundation for Ed Services	S WEB Hosting for 23-24	\$ 2,745.00
Fas Break	Van #2 Window repair	\$ 376.99
Gopher Sports	PE Supplies for 23-24	\$ 544.88
Hometown Leasing	Copier Lease	\$ 1,810.93
Hobby Lobby	Summer School	\$ 21.37
Integrated Life Choices	Services for sped student	\$ 2,662.31
Knudsen Oil	Fuel for buses(fill tank)	\$ 3,355.54
Learn 2 Move	PT Services	\$ 739.23
Mahoney Fire and Sprinkler	5 year internal pipe inspection	\$ 950.00
Menards	Summer repairs, dehumidifiers, boys locker room repair	\$ 636.21
Medco	Athletic trainer supplies for 23-24	\$ 5,470.71
McKinnis Roofing	Roof repairs	\$ 1,189.18
Midwest Distributing	Maintenance Parts	\$ 413.59
NCS Pearson	Psych Testing materials	\$ 29.70
Nebraska Safety Center	Level 1 Classes for bus	\$ 50.00
NACIA	Curriculum Director membership renewal	\$ 40.00
Navigator Motor Coach	Bus for Band to State Fair	\$ 700.00
OPPD	electricity	\$ 9,058.87
One Source	back ground checks	\$ 198.00
O'Reillys Auto	Glass Cleaner and batteries for vans	\$ 372.6
Omaha Truck Center	Parts and repairs for buses for summer repairs	\$ 1,707.85
Omaha World Herald	Newspaper subscription for 23-24	\$ 374.40
Payflex	Payflex Monthly Fee	\$ 100.00
Pitsco Education	Science supplies for 23-24	\$ 273.90
Plan Services	Annual 403B administration fee	\$ 100.00
Ralston Public Schools	Interpreting services for 22-23 year	\$ 3,570.06
Respondus INC	Lockdown Browser license renewal	\$ 2,995.00
Rochester 100	Maroon communication folders for elementary	\$ 507.50
Scholastic	Classroom magazine renewals	\$ 1,687.05
Staples	Chair	\$ 112.74
School Specialty Supply	Education Geography for sped curriculum	\$ 51.98
Toledo Phys Ed	Foam balls for pe	\$ 127.55

Thermo King	Fire extinguishers, def for buses, batteries for buses	\$	2,006.70
Total fire and Security	Door Wiring Repair	\$	135.00
United Private Networks	Distance Learning Subscription /Renewal	\$	1,388.61
Winnelson	Press Valve for maintenance	\$	86.39
Wood River Energy	Natural gas	\$	832.24
Village Of Arlington	Water	\$	1,423.83
Vernier Software	Science items for Kment	\$	334.28
VP Striping	Restriping of all parking lots	\$	4,000.00
Visa (General Supplies)	Various Items for General Fund	\$	8,408.85
Waste Connections	Trash service	\$	635.82
Weldon Parts	Parts for buses and vans	\$	510.90
		\$	-
		\$	-
Total Payables (GF checks not mailed until approved by the BOE)		\$	74,853.27

HANDPAYABLES (GF Paid and mailed after previous board meeting but before this board meeting)

		\$	-
Charles Scheppy	Library Books	\$	337.83
Jamie Rhea	Summer School Spanish	\$	720.00
Sterling Computers	Erate Access Points	\$	2,908.00
Casey's	Fuel	\$	1,236.54
Visa		\$	6,936.45
		\$	-
		\$	-
		\$	-
Total Hand payables		\$	12,138.82
Total General Fund		\$	86,992.09

SPECIAL FUNDS (Building, Bond, QCPUF, Dep checks)

	\$	-
	\$	-
Total Special Funds	\$	-

Hot Lunch Expenses

CWD (Cash-Wa)	\$	-
Bimbo's Bakery	\$	-
Hiland Dairy	\$	-
Jackson Services	\$	-
Sysco	\$	-

August Elementary Board Report 2023

STEAM Camp - 77 students participated in Reading, Math, Science, Technology, Spanish, and Foods classes. Two programs working at the same time. Small groups of students were identified to focus on specific goals in Reading, Math, or both topic areas.

Extended School Year - 12 special education students K-12 worked on specific goals in Reading and Math. They attended school once or twice a week all summer long.

MTSS Training - Some elementary staff members attended MTSS trainings in the areas of ELA as well as Mental Health.

Thank you to the PTO

Thank you to the PTO for paying for the completion of the newest wall painting in the library! Come by and see!

Secondary Principal's Report

For the August 2023 Board Meeting

Curriculum Cycle - 2023-24

The math department is in the pilot year of their curriculum cycle. After piloting some curricular options, we will bring a recommendation to purchase new curriculum materials to the board of education next semester for full implementation next school year. Also, the social sciences department is in a research and development year and the business, agriculture, and industrial technology teams will begin their first year with new curricular materials this fall. Thank you for supporting our curriculum cycle.

Committee on American Civics - LB 399

This is our annual reminder to schedule a meeting in the near future. Expectations for the committee are located here: <https://nebraskalegislature.gov/laws/statutes.php?statute=79-724>

Metro - Dual Enrollment Navigator

As we continue to partner with Metro, Tony, our Dual Enrollment Navigator, will help coordinate learning opportunities for high school students. Tony will be at Arlington once a week to check on academic progress, connect us to relevant resources, and provide general support for our students. This is just an FYI for the board.

New Teachers

Mrs. Talacko - ELA

Mr. Schlueter - ELA

Mr. Daigle - Industrial Technology

Mr. Polk - Physical Education

James Shada
August
Board Report

Concussion, Heat Illness Prevention, and Sudden Cardiac Arrest Training

According to LB 260 all coaches must complete concussion training prior to their sport season. Our coaching staff has completed an on line training course. Our coaches also completed Heat Illness Prevention and Sudden Cardiac Arrest Training on line.

Impact Testing now called SWAY

The Sway test is a test that has and will be given to all Arlington High School athletes prior to their sports season. This test will give our trainer a base line data on each student athlete. In the event one of our athletes sustains a concussion we will have data that will guide our trainers in helping these young men and women get back to practice. Students are tested in their 7th, 9th, and 11th grade. This year due to us moving to SWAY all athletes 7-12 will be tested.

Fall Sports Begin

According to NSAA guidelines all Fall sports began on Monday August 7th. Football, Softball, Girls Golf, Volleyball, Cross Country. Please go to [apseagles.org](https://www.apseagles.org) and click on the calendar icon. From that link you can find our sports schedule for the 2023-2024 season. <https://www.nebraskacapitolconference.org/public/genie/475/school/189/>

Booster Club Scrimmages Free Will Donation Scrimmages

Booster Club High School Scrimmages Friday, August 18th and 19th:

Softball: Friday 5:00-complex

Volleyball: Friday 6:00 - main gym

Football: Friday 7:00 - football field

(Cheer and Dance intro at football scrimmage)

Girls Golf- Good luck at the West Point Invite

- Cross Country: **Saturday 8/19 @** 8am starting line by the entrance to the south parking lot.
- On August 9th we had our fall sports media day at 3:30am in the main gym. We are working with Deyo's photography out of Omaha. (Mr. Dwyer is now officially retired)

2023 National Leadership Conference

- Bailey Taylor – Who's Who in FBLA
- Honora Andreasen- 7th place Business Ethics
- Dathan Hansen – Top 15 Management Info Systems
- Josh Hamre – Nebraska FBLA State Treasurer
- Kevin Flesner – Nebraska FBLA State Reporter

Champion Chapter!!!

(less than 4% received nationwide)

- Gold Seal Award of Merit Chapter
- Record 19 Competitors



**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Policies *	Yes	No	N/A	Comments
The District has an Emergency Operation Plan that addresses all potential hazards in the community.	X			The District is in the process of updating their EOP.
The school reviews the plan annually.	X			
The Administration consulted with an outside agency on the EOP.	X			Washington County Deputy Ashley Judkins is an integral part of their Safety Team.
The District has a Safety Team.	X			
The Safety Team meets at least annually.	X			The team meets every two months.
The District has a Bullying Policy	X			
The District has a Policy on Dating Violence.	X			
The District has a Policy on Sexual Harassment.	X			
The District has a Crisis Team.	X			
Roles for the Crisis Team are clearly defined.	X			
The District has a Safe Pupil Transportation Plan.	X			
The District has a Policy addressing Continuity Of Operations.		X		No formal policy is in place, although they stated they would initially resort to remote learning.
The District has a Restraint and Seclusion Policy. (Maintains a list of certified staff.)	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Procedures *	Yes	No	N/A	Comments
Procedures are in place to deal with suicide.	X			
Suicide Prevention Training is provided to all staff.	X			Safe Schools Training.
Procedures are in place for students and parents to express their concerns regarding safety and security issues.	X			
Procedures are in place to document and maintain data on disciplinary issues, violent behavior and weapons violations.	X			
Procedures with dealing with Law Enforcement clearly defined.	X			
Procedures are in place for conducting Search and Seizure.	X			
Procedures for dealing with the Media are clearly defined.	X			
Procedures are in place to notify parents/guardians of school closings or emergency situations.	X			Emails, Texting, Phone Messaging, Blackboard Connect and local media outlets.
Procedures are in place for addressing the aftermath of grief and loss, counseling, support groups & memorials.	X			
Procedures are in place to monitor student arrival, departure and during passing periods in the hallways.	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Interior *				
Entrance, Exits and Hallways	Yes	No	N/A	Comments
There is a controlled access entry system in place for all buildings.	X			
Is the main entrance of the school readily identifiable.	X			Both entrances (high school & elementary) are clearly marked and the doors have a large ENTER HERE sign designating the entry point.
Exterior doors are locked and secured at all times.	X			
Exterior doors facilitate exiting from the building in the event of an emergency.	X			
<ul style="list-style-type: none"> Unused portions of the building are kept locked during and after school hours. 	X			
<ul style="list-style-type: none"> Main parts of the building are sealed off during after school events. 	X			
Interior roof access is locked and secured.	X			The doors to these two rooms are always locked.
Hallways are unobstructed and wide enough for clear passage.	X			
<ul style="list-style-type: none"> Spills are cleaned up promptly, "Wet Floor" signs are utilized as needed. 	X			
Doormats are provided at entrances to collect water, slush and snow.	X			
Floors are in good condition, no slip, trip or fall hazards.	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Classrooms *	Yes	No	N/A	Comments
Classrooms can be locked from the inside of the room.	X			Classroom doors are always locked. The new addition has push button or thumbnail turn locks on the classroom doors, thus allowing for a quick "Lockdown" from the interior of the room.
<ul style="list-style-type: none"> Substitute teachers are aware of emergency procedures and how to lock the classroom door. 	X			Substitute teachers are given a Substitute Lanyard which has a room key attached.
Windows are in good condition and proper working order.	X			
Window blinds are in proper working condition.	X			
Adequate aisle spacing provided for quick unobstructed exits.	X			
Potential hazards are recognized and avoided, i.e.: extension cords across the aisle, overhead projectors above desk or in walkways.	X			
Floors are in good condition.	X			
Desks, chairs and tables are in good repair.	X			
Hard corners (safe corners) not cluttered with desks or cabinets preventing students and staff from quickly moving to the area to be out of sight from the hallway.		X		Some new classrooms have cupboards built into the hard corner of the room. A large window by the entry door needs to be covered during "Lockdown" procedures to ensure that students and staff are hidden from view.
SRP Posters prominently displayed in the room.	X			
Evacuation routes prominently displayed for both Fire and Shelter Events.	X			
The Art Room is neat and orderly.	X			
The Locker Rooms are neat and orderly.	X			
Classroom with pass through connecting doors are able to secure these doors.		X		These connecting doors can not be secured from both directions.

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Exits and Lighting	Yes	No	N/A	Comments
Emergency Exit and Emergency Lighting is operational.	X			
Emergency Exit Signs prominently displayed, and in proper condition.	X			
Emergency exits are unobstructed.	X			

Communications *	Yes	No	N/A	Comments
<ul style="list-style-type: none"> The Intercom is in proper working condition. 	X			
<ul style="list-style-type: none"> All classrooms can hear a Public Address Announcement. 		X		Band Room, Vocational Rooms, Gymnasiums (during PE).
<ul style="list-style-type: none"> All classrooms have a working two-way communication system with the front office? 	X			
<ul style="list-style-type: none"> The District has emergency communications capabilities with Emergency Responders. 	X			Landlines, cellular phones, SRO Radio.
<ul style="list-style-type: none"> The Main Office has communication with any staff while outside the building, recess, classroom activities, etc.? 	X			Staff are required to have a portable radio while outside the building.
<ul style="list-style-type: none"> The Main Office can communicate effectively with the Industrial Tech Department while machines are in full operation. 		X		This is a problem in every school building in every district.
<ul style="list-style-type: none"> The Band and Vocal Music Rooms can hear messages while performing. 		X		
<ul style="list-style-type: none"> There is an emergency communication plan in place in case of a natural or man-made disaster. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Surveillance/Alarm System *	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Staff are present and positioned to watch all areas during passing periods. 	X			
<ul style="list-style-type: none"> The Alarm System is in proper working order (If so equipped). 			X	
<ul style="list-style-type: none"> Cameras are in proper working condition and there is adequate video storage (at least 30 days). 	X			There are approximately seven days of video storage. The server should be updated to ensure greater capacity.
<ul style="list-style-type: none"> Several staff members are knowledgeable on how to retrieve video footage for an incident. 	X			

Identity and Access Management *	Yes	No	N/A	Comments
Is there a single point of entry for access control into the facility?	X			There are two access points to the facility, one for the Elementary School and one for the High School.
There is a controlled access camera/intercom/buzzer system at the entry point of the school.	X			
<ul style="list-style-type: none"> School employees are required to wear photo identification. 		X		Staff IDs are required to be worn, but compliance is not enforced.
<ul style="list-style-type: none"> Students have hall passes while not in class. 	X			
<ul style="list-style-type: none"> Staff members are familiar with the school's Visitor Policy. 	X			
<ul style="list-style-type: none"> Employees are trained and empowered to ask anyone they don't recognize to present their visitor pass (badge) and/or escort them to the Main Office. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Visitor Policy *	Yes	No	N/A	Comments
Main entrance for visitor access is clearly identified.	X			
Signage advising visitors to sign-in at the office clearly visible.	X			
<ul style="list-style-type: none"> Visitors are asked for identification unless they have a School ID Badge or are known by the secretary. 		X		
Visitor badges are unique and easily identifiable (i.e. color coded, dated, etc.)	X			
<ul style="list-style-type: none"> Substitute teachers are checked in and given ID badges. 	X			Substitute Teachers are given a Substitute Lanyard which also has a room key.
<ul style="list-style-type: none"> Vendors and contractors are identified on an approved list managed by front office personnel. These parties follow the same check-in procedures and wear district approved visitor passes. 		X		No visitor pass is worn by vendors.
<ul style="list-style-type: none"> All delivery services are managed and visually verified by district personnel. They are never left alone while deliveries are conducted. 	X			

Storage/Receiving Area *	Yes	No	N/A	Comments
Storage areas are neat and orderly.	X			
Boiler Rooms are reasonably clean/free of clutter.	X			
Mechanical Rooms are locked.	X			
Receiving areas are free of obstructions.	X			
<ul style="list-style-type: none"> Material Safety Data Sheets are stored in a convenient location. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Emergency Protocols *	Yes	No	N/A	Comments
<ul style="list-style-type: none"> The District follows the I Love You Guys Foundation Standard Response Protocol, as recommended by the Nebraska Department of Education. 	X			
<ul style="list-style-type: none"> The school practices "Lock Down" Drills. 	X			Two drills per year.
<ul style="list-style-type: none"> The school practices two Shelter Events regarding Tornados. One within the first two weeks of the school year and the other during Tornado Awareness Month, (March). 	X			
<ul style="list-style-type: none"> The school performs two Bus Evacuations throughout the school year involving all students. 	X			
<ul style="list-style-type: none"> The school conducts a Fire Evacuation Drill every 30 days for a total of 10 completed throughout the school year. 	X			Eleven drills were completed during the past school year.
<ul style="list-style-type: none"> The school has Reunification Plans and Procedures established. 	X			
<ul style="list-style-type: none"> Reunification sites have been established. 	X			
<ul style="list-style-type: none"> A Reunification Drill has been conducted by the District. 		X		Deputy Judkins is working on staff training for the upcoming year.
Fire Extinguishers have current inspection tags and are properly located throughout the building.	X			
Fire doors are not tied or blocked.	X			
A Fire Suppression System is installed throughout the building.	X			
<ul style="list-style-type: none"> Substitute teachers are familiar with the school's emergency procedures. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Emergency Protocols (cont.)	Yes	No	N/A	Comments
<ul style="list-style-type: none"> The school has a plan to deal with Bomb Threats. 	X			The procedures are defined on the District Flipchart.
The District has a School Resource Officer.	X			Washington County Sheriff's Deputy Ashley Judkins.
<ul style="list-style-type: none"> The school documents emergency situations or events. 	X			
<ul style="list-style-type: none"> Blueprints of school are readily available for First Responders. 	X			

Kitchen and Cafeterias	Yes	No	N/A	Comments
Kitchen floors are constructed of a non-skid surface.	X			
Slicers and other equipment are properly guarded when not in use.	X			
Loading areas are free of slip, trips and fall hazards.	X			
Cafeteria furniture is sturdy and free of rough edges or loose hardware.	X			

Office Area	Yes	No	N/A	Comments
Cords for office equipment do not create a tripping hazard.	X			
Storage in file cabinets is properly arranged so the lowest drawers contain the heaviest items.	X			
There is a direct line of sight from the main office area to the front entrance.	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Vocational Departments	Yes	No	N/A	Comments
<ul style="list-style-type: none"> All students are trained before they are allowed to operate equipment. 	X			
<ul style="list-style-type: none"> Eye protection and other personal protection equipment is required. 	X			
Appropriate warning signs are posted on walls and equipment.	X			
All power equipment is properly guarded.	X			
There is proper ventilation in the Welding Shop area.	X			
Shelving is properly secured and free from excessive loads.	X			
The room is secured when not occupied.		X		These doors are never locked because no one has a key to this room.
<ul style="list-style-type: none"> Eye Wash Stations are in the Science Classrooms. 	X			

Playgrounds/Playing Fields	Yes	No	N/A	Comments
Fencing is well maintained.	X			
<ul style="list-style-type: none"> Adequate exterior lighting is provided, including weekends. 	X			
<ul style="list-style-type: none"> Playground equipment is inspected on a regular basis. 	X			
<ul style="list-style-type: none"> Staff have two-way communication with office personnel. 	X			
<ul style="list-style-type: none"> There is video surveillance of the playground equipment. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Exterior	Yes	No	N/A	Comments
Shrubs are trimmed and kept back from the building so parties can not hide behind them.	X			
Drug Free Zone Signs are posted on school property.	X			
Graffiti is quickly removed from all school property.	X			
Ladders are kept in storage areas and not accessible to the public.	X			
<ul style="list-style-type: none"> Visual surveillance of the parking lots is available. 	X			
Exterior doors are in proper working order.	X			
There is adequate exterior lighting in the parking lot.	X			
There are signs posted stating that there is Video Surveillance of the school property.		X		
Roof access to the building is completely blocked off.	X			
Exterior Doors are numbered for First Responders.		X		Two new exterior doors are not numbered.

Employee Safety	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Employees are periodically instructed on safety regulations through online training programs which include a wide variety of subjects, i.e. slips, trips and falls hazards, Ladder Safety, etc. 	X			Safe Schools online training provided to all staff.
<ul style="list-style-type: none"> Emergency Drills are practiced routinely and include all staff. 	X			

**Arlington Public Schools
School Security & Safety Audit**

June 29, 2023

Stairs and Ramps	Yes	No	N/A	Comments
Handrails are in place and secure.	X			
Landings are hazard free of obstructions.	X			
Lighting is adequate.	X			
Stair treads are provided and in good condition.			X	
Stairwell doors are not blocked.			X	
Ramps are provided with non-skid surfaces.	X			

Buses	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Daily Bus Inspections are conducted by drivers. 	X			
Buss loading and drop-off zones are clearly defined.	X			
Fire Extinguishers are in all vehicles that transport students.	X			
<ul style="list-style-type: none"> Fire Extinguishers are inspected monthly. 	X			
First Aid Kits are in all vehicles that transport students.	X			
<ul style="list-style-type: none"> Emergency contact numbers are in every vehicle that transport students. 	X			
<ul style="list-style-type: none"> The 80 Day Inspection is completed on all buses by licensed professionals. 	X			
Bus Cameras	X			There are outward facing cameras on all buses, two new buses have interior cameras.

Summary

The two entrances to the facility are clearly defined and controlled by buzzer/intercom systems. Both locations provide a direct line of sight to any approaching visitor and the intercom allows staff to perform a vetting process prior to admittance into the building.

Some new classrooms have cupboards built into the hard corner of the room. In most rooms, curtains have been installed to ensure students and staff are not seen in these classrooms during a "Lockdown" incident. But not all classrooms have these curtains which makes it difficult to stay out of sight in these rooms.

Last summer District representatives attended the Nebraska Department of Education's training program regarding standardized Emergency Operations Plans for Nebraska Schools. The District is still working on finalizing the new EOP.

Establishing proper communication to the Vocational Rooms/Band/Music and Gymnasiums while machines are in use or students are performing or exercising continues to be a challenge.

There are a few classrooms that are connected together by pass-through doors. These doors need to be secured from both sides in the event of an "Active Shooter" situation. Currently, the safety of all occupants in these rooms is dependent on the hallway doors being secured. If the teacher in one room fails to secure their hallway door, then both rooms are vulnerable, (Robb Elementary, Uvalde, Texas). If one teacher is away from their room during an actual event and the hallway door is never secured, the other room will be exposed to danger. A solution to this problem needs to be addressed.

The shop areas need to be secured when not in use. If the keys to these doors can not be found then the locks need to be re-keyed or replaced.

A Reunification Exercise has never been conducted at the District. A modified Reunification or tabletop exercise should be planned within the next year.

June 30th, 2023

Disclaimers:

The representative performing this audit maintains no liability regarding any actions taken, or not taken on behalf of the school district being audited. This representative is simply reporting on policies and procedures currently in place for this District.

**Kevin Kavan
3850 Old Hwy 8
Fremont, NE 68025
402-720-6301**

Grade Level	8/7/2023	Final June 2023	10/10/2022	12/6/2022	2/13/2023	4/10/2023
PS	24	29	26	27	27	27
KG	54	44	42	45	44	45
1ST	46	47	44	45	48	48
2ND	50	50	48	48	48	49
3RD	53	37	36	37	38	37
4TH	40	53	50	51	52	53
5TH	55	53	53	54	54	54
6TH	55	49	47	48	49	49
PS-6 TOTAL	377	362	346	355	360	362
7TH	51	66	66	65	66	66
8TH	67	55	57	57	55	55
9TH	61	54	54	54	54	54
10TH	56	49	50	50	50	49
11TH	46	65	65	65	65	65
12TH	64	53	53	53	53	53
7-12 TOTAL	345	342	345	344	343	342
PK-12 TOTAL	722	704	691	699	703	704

OPTION ENROLLMENT

IN/OUT	IN/OUT	IN/OUT	IN/OUT
KG	6/1		
1ST	8/3		
2ND	10/4		
3RD	8/0		
4TH	6/6		
5TH	9/2		
6TH	12/3		
7TH	3/3		
8TH	12/2		
9TH	12/3		
10TH	14/5		
11TH	17/9		
12TH	15/5		
TOTAL	132/46	11.91%	
net positive	86		
Last Years Total In/Out	148/59		

Projected Change in Option for 2023-24 (in/out) 141/41



Monthly Update for your Board Meeting Agenda

August 2023

Networking & Events
Latest 'Board Notes' – Monthly Newsletter
Annual Board Calendar Summary
Government Relations & Advocacy
This Month In ...
Monthly Agenda Video Updates & NASB's Video Resources
Contact Us



Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

Area Membership Meetings – Vision: Engaged

- Join us as we tour the state for training, recognition, networking, engagement and more. Vision and training session topics include: “Vision: Engaged - A Preview of the 2023 NASB Delegate Assembly, Program Review, and the Open Meetings Law.” “This Year, Everything but the Kitchen Sink (a policy overview).” “Effectively Engaging Your Community.” “Board Governance Essentials.” “Christmas Came Early: A look at the presents & coal the Legislature left us this year.” “ALICAP’s School Safety Pooling.” and “It’s That Time of Year! Time for the annual superintendent evaluation.”
- <https://members.nasbonline.org/events/area-membership-meetings>
 - August 22 - Valentine
 - August 23 - Gering
 - August 24 - York
 - August 29 – North Platte
 - September 6 - Norfolk
 - September 13 - Kearney
 - September 19 - La Vista
 - September 20 - Fremont
 - September 27 - Nebraska City

Labor Relations Conference – October 4-5 - Lincoln

New Board Member Workshop – November 1 - Kearney

State Education Conference – November 15-17 - CHI Health Center, Omaha



Latest 'Board Notes' – Monthly Newsletter

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

- *It's Pink Postcard Season: A Walk Through on Timelines for Postcard Printing & Joint Public Hearings*
- *At The Board Table*
- *Network with Peers at this Year's Area Meetings*
- *Seeing Your District Clearly*
- *Order Your 2023 Nebraska Education Laws Books Now*
- *NASB Participates in National Forum on Ed Policy*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More!*



"Annual Board Calendar Summary"

View the full detailed calendar at:

<https://members.nasbonline.org/board-leadership/resources>

(www.NASBonline.org – Board Leadership – Resources)

August Board Agenda Items

In addition to routine agenda items, time sensitive topics include:

Policy Review

- **Personnel Report.** On or before September 15 § 79-804
- **Federal Protection of Pupil Rights Amendment (PPRA).** Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.
- **Federal Child Nutrition Programs.** If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.
- **Federal McKinney-Vento Homeless Assistance Act.** Requires public notice of the education rights of homeless students.
- **Federal Non-Discrimination.** Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
- **Federal Individuals with Disabilities Education Act (IDEA).** Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents.

Budget

- **Collective Bargaining; Timelines.** On or before **September 15**, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. § 48-811, § 48-816 , and § 48-818

- **Collective Bargaining Timeline.** On or before September 1, of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 § 48-818.01
- ***Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;** Due on or before September 20 § 13-508 § 79-1084, § 79-1085, § 79-1086, § 13-506, §13-518
- ***Board Adopted Budget.** On or before September 30, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. § 13-508
- **Report to County Board. On or before September 30,** a [Class III school district boards] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. § 79-1084

****Review the full July Agenda on page 30 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.**

Board Retreat

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

Upcoming NASB Board Leadership Events

Board President Circle Teams Meeting – Please mark your calendar for Tuesday, August 8 for the Board President Circle Teams Meeting. We have three options available and look forward to connecting with you!

Option I – 12:00 PM CT Option II – 12:00 PM MT Option III – 7:00 PM CT

NASB New Board Member Workshop - Wednesday, November 1, 2023 – Join the NASB Board Leadership Team in Kearney for the opportunity to engage newly elected board members who did not have the opportunity to attend the NASB New Member Workshop in December 2022. We are also including an invitation to all newly appointed board members. The agenda will include discussion and review of best practice board governance, meeting protocols, committee work, policy, Open Meetings Law, scenarios, goal planning, superintendent evaluation, and more. Stay tuned for more information regarding the registration details.



Government Relations & Advocacy

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

This year's Session is done, the work is not! Now is a great time to engage your lawmaker while they are in the district. Reach out if NASB can help you make a connection. Advocacy starts at home!

Reminder, many bills passed this year will require a policy change by the board. Policies on option enrollment, dress code, and graduation requirements for example will require board review and/or action.

A number of Interim Hearings have been introduced on topics like Truancy, School Choice, Parental Involvement, SEL, Mandates, Security, Equalization, Consolidation, and more.

The first of these was LR 147, an Interim study relating to parental involvement in public schools, held July 31. NASB was invited to testify. A huge thanks to Mike Pate of the Millard Board of Education, and Lisa Wagner of the Central City Board of Education who came to Lincoln to sit in front of the Education Committee to share their stories. Here are some quotes from their testimony:

- *"Parents have access and input to educational materials. The school allows parents to withdraw their student from certain lessons/material by request through district website."* – Mike Pate
- *"Parents who have concerns need to raise them with their children's teachers, their school administrators and local school board members – the people who are parents themselves and who are fellow neighbors and community members. This is a local issue."* – Lisa Wagner

Call Colby & Matt with questions any time!



This Month In ...

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the Board Notes newsletter for "This Month In ..."
Advocacy & Government Relations - ALICAP & Insurance - Board Leadership - Data Analytics - Energy Purchasing - Member Engagement - Policy - Search, Strengths & Awards - Technology



Monthly Agenda Video Updates & NASB's Video Resources

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org - News & Resources – Video Library)

Monthly Board Agenda videos, Legal Resources, NASB's Live & Learn Series, Member Zoom's, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, and MUCH more!



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Nebraska Rural Community Schools Association

Member Update

August 10, 2023



Photo Credit: Peru State College



www.nrcsa.net



www.twitter.com/NRCSA1980



www.facebook.com/nrcsahome/



NRCSA Calendar

NRCSA Events

NRCSA District Meetings

August to October 2023
Times & locations TBD

Southeast District Meeting

October 3, 2023, 10:00 AM
At the NCSA Building in Lincoln

Southwest District Meeting

October 11, 2023, 1:00 PM (MT)
In Ogallala

South Central District Meeting

October 11, 2023
Time & Location TBD

West District Meeting

October 18, 2023
At ESU 13 in Scottsbluff, Time TBD

NRCSA Legislative Forum

February 20, 2024
Cornhusker Hotel in Lincoln

[More about this event](#)

NRCSA Spring Conference

March 14 & 15, 2024
Crowne Plaza & Younes North Convention Center in
Kearney

[More about this event](#)

NRCSA Golf Tournament

July 23, 2024
Meadowlark Hills Golf Course in Kearney

[More about this event](#)

Committee Meetings

NRCSA Committee Meetings

November 14, 2023
Via Zoom
Times TBD

NRCSA Scholarship & Recognition Committee Meeting

November 15, 2023, 11 AM
CHI Center in Omaha
Room TBD



NRCSA Search Service

Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.

2023-24 Vacancies will appear after the application period opens

Other Vacancies

No postings at this time

Buy, Sell, Trade

NRCSA will share information with all of our members about items for sale. This is a service that NRCSA enthusiastically provides—we can help to spread the word if you have any items for sale (or to give away). And the price for this service is great—FREE! If you have such items, please don't hesitate to contact us. Hopefully we can help!

Johnson County Central Public Schools - Timpani Drums

The black covered timpani are the three best ones (at the HS). All of the pedals work. 25", 25", and 29" with covers. The 25" has a large dent (pictured). There are two more identical at the MS - one pedal is broken and non functional. Same brand I believe. Cloth covers. 25" and 27". The 27" has the broken pedal.

Contact Jon Rother at: jon.rother@jccentral.org



Access the Members area of www.nrcsa.net anytime.

Login: member Password: playground

Good luck to all as you embark on a new school year! I have to admit I do still miss the excitement of a new year, with chances to grow on your successes or make improvements on areas that need changing. Getting to know new staff and meet new students was always invigorating for me. I know that rural Nebraska schools are in excellent hands!

If there is anything that NRCSA can do to help you in these efforts please do not hesitate to contact me.

The annual NRCSA Membership Renewal/Drive is continuing. Annual Dues remain at \$850. Notices were sent on June 26 in time for July board meetings. You are welcome to pay your dues in this fiscal year or the next. Last year we had 220 school districts, ESU's, and State colleges and we are hoping to continue our annual growth. Thanks to you for being a member. This energizes our representation and advocacy for rural Nebraska, no matter who we are engaged with on education, legislation, or community issues. Without your support and involvement, there is less rural advocacy. Whether we like it or not, the outstate and rural population does not create a legislative majority anymore. Finding success, whether in passing, amending, or stopping legislation comes from membership, relationships, and focus. Thanks to your membership in NRCSA, rural is at the table and making a difference on behalf of our rural students, schools, and communities.

We have already received one new membership as Yutan has joined NRCSA for the 2023-24 school year. **Welcome CHIEFTAINS!**

NRCSA is pleased to announce a partnership with New Leaf Teletherapy. New Leaf provides mental health teletherapy services for both staff and students. I became very interested in this possibility especially in terms of staff services. I know our members are working hard to provide services for their students, but there does not appear to be that same capability when looking at staff services.

I look at this service as helping to bolster what your district is already doing, not to take the place of those efforts. I believe this can be a cost effective means of furthering your efforts.

NRCSA recently hosted three introductory Zoom meetings with Mark Goldman and Deb Romano of New Leaf to have them explain what the program would look like. Below you can access the slide show from those meetings, as well as a recording of one of the meetings.

[New Leaf PowerPoint Presentation](#)

[New Leaf Zoom Meeting](#) (recording)



If you would like to be in contact with Mark Goldman or Deb Romano, please feel free to call or email me and I can help make that happen.

NRCSA Leadership

Mark Lenihan, President.
Wayne Community Schools

Dr. Dawn Lewis, Past President.
Arlington Public Schools

Dr. Heather Nebesniak, Pres-Elect.
Ord Public Schools

Chris Prosocki, Secretary.
Southern School District # 1

District Representatives:

Eugene Hanks, West
Crawford Public Schools

Dale Hafer, North Central
Ainsworth Community Schools

Dr. Jon Cerny, Northeast
Bancroft-Rosalie Community Schs

Paul Sheffield, Southeast
Exeter-Milligan Public Schools

Jon Davis, South Central
Alma Public Schools

Jane Davis, Southwest
Hershey Public Schools

Executive Director:

Jack Moles

Lobbyists:

Jon Edwards
Trent P. Nowka
Russell Westerhold

Legislative Co- Chairs:

Dr. Jason Dolliver
Pender Public Schools

Bryce Jorgenson
Southern Valley Schools

Scholarship & Recognition Co Chairs:

Tim Heckenlively,
Falls City Public Schools

Jim Widdifield
Minden Public Schools

The NRCSA District Meetings are coming up, mainly in October. Executive Director Jack Moles will visit each of the six NRCSA districts to share information about NRCSA, as well as legislative information. The District Representatives, Jon Cerny (Northeast), Dale Hafer (North Central), Mo Hanks (West), Jane Davis (Southwest), Jon Davis (South Central), and Paul Sheffield (Southeast) will be sending out invitations as the time gets closer. One “tweak” to the invitations this year is that the invitations will also be sent to Board Presidents.

Three dates are set currently for the meetings:

Tuesday, Oct. 3: Southeast District @ NCSA

Wednesday, Oct. 11: South Central District @ ESU 11

Wednesday, Oct. 18: West District @ ESU 13

Board of Education meeting visits. Beginning in December, 2019, I started attending Board of Education meetings in member school districts/ESUs. Since then, I have attended 85 such meetings. I recently attended the Board meeting at East Butler on Wednesday, July 12. I will be attending the Board meetings at Sidney and Potter-Dix on Monday, August 14. I have really enjoyed this and am willing to attend Board meetings when I can. I take a few minutes to cover NRCSA news and offerings, as well as some legislative news. When I am going to be in a specific area on Board meeting days I may send out a notice to near-by Superintendents to make an offer to visit. I'd like to be able to schedule two or three in the same evening if I can.

If you would be interested in me attending a future Board meeting, please contact me to start the arrangements. I would also be willing to “attend” your Board meetings via Zoom if you preferred. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.

Southern Superintendent Chris Prosocki recently shared a sample Superintendent Checklist that he uses. Chris has updated the Checklist from last year. I thought this was a great instrument, one that I wished I had available to me when I was in the Superintendency. It can be especially helpful as you head into the new school year! Thanks to Chris for sharing this! You can access the updated checklist here:

[Superintendent Check List](#)

The ESUCC and ESU 3 have shared a document which outlines all of the trainings and mandates that are required of districts. The document, “School District Plans, Policies, and Annual Trainings Requirements”, is a handy reminder for districts. Thanks to ESUCC Executive Director Kraig Lofquist and ESU 3 Administrator Dan Schnoes for developing and distributing this handy tool. The document may be accessed here:

[School District Plans, Policies, & Annual Trainings](#)

We urge you to consider making use of the NRCSA Partner OneCard as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load on each individual card, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. For 2022-23, 97 districts/ESUs participated in the program. Great job by all participating districts in protecting the card and program! Don't forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2022-23, the rebate was almost \$29,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN!

If you are considering joining the program and need more information, please contact Jack Moles (jmoles@nrcca.net) or Jeff Bundy (jbundy@nrcca.net).

The Unicameral has finished the 2023 session. A session-long filibuster slowed things down considerably but several passed were the Governor's school funding plan, the "Opportunities Scholarship" bill, as well as several "Christmas tree" bills. Public schools benefited in some instances, did not fare as well in some others.

A review of the session can be found here:

[2023 Session Review](#)

Russ Westerhold, NRCSA's lobbyist with Nowka & Edwards, has provided a document that identifies the final status of every bill dealing with education. It can be accessed here:

[Nowka Edwards Report](#)

NSEA and Stand for Schools have teamed together on a petition drive to place LB 753 (Opportunity Scholarships) before the voters of the state. It is likely that staff members or Board of Education members from public schools have been asked to participate in the efforts. Administrators and Board of Education members may want to familiarize themselves with State of Nebraska guidelines. Members of NCSA received a well developed memo from NCSA Executive Director Mike Dulaney that provides a discussion of the guidelines. I would encourage you to read Dr. Dulaney's memo. Likewise, Colby Coash and NASB provided a similar memo for Board of Education members. Again, I would encourage Board members to reference NASB's document.

Congratulations to this year's NRCSA Award winners! One of the favorite features of many who attend the NRCSA Spring Conference is the awards presentation. Each year NRCSA recognizes an Outstanding Superintendent/ESU Administrator, Board of Education Member, Principal, Secondary Teacher, Elementary Teacher, Music Teacher, ESU Staff Member, and Support Staff Member. Most often the recipients do not even know they have been nominated. NRCSA works with the recipients' school/ESU to sneak family and friends in to make the presentation even that much more special for the recipient. Of course, many of the messages from the recipients are very emotional. It is just rewarding to recognize some of the many great people working in our rural schools. Congrats to all!



*NRCSA Outstanding Superintendent
Kevin Wingard, Milford Public Schools*



*NRCSA Outstanding Secondary Teacher, Mike Peterson,
O'Neill Public Schools*



*NRCSA Outstanding Board of Education Member,
Stephanie Summers, David City Public Schools*



*NRCSA Outstanding Elementary Teacher,
Jean Loshonkohl, Eustis-Farnam Public Schools*



*NRCSA Outstanding Principal, Laura Kroll,
Exeter-Milligan Public Schools*



*NRCSA's Gary Fisher Outstanding Music Teacher Award
winner, Matt Bertrand, Humphrey Public Schools*



*NRCSA's Outstanding ESU Staff Member,
Jen McNally, ESU #5*



*NRCSA's Outstanding Support Staff Member, Pam Ginkens,
Mullen Public Schools*



NRCSA wishes to share in the celebration of the special accomplishments and recognitions going on in our member schools and ESUs.

This month we celebrate:

* Central City Wrestling Coach Darin Garfield received the national Wrestling Coach of the Year award from the National High School Athletic Coaches Association.

* Dawn Sejkora, a junior at Johnson County Central, was the first place winner in the United Way of the Midlands JAG (Jobs for America's Graduates) Student Puzzle Design Contest.

* Neligh-Oakdale Superintendent Ron Beacom was named as an Assistant Coach for the North team for the 2024 Nebraska Shrine Football Game. Chris Ardinosso, of Bruning-Davenport/Shickley, was named as an Assistant Coach for the South team.

* Students from 14 NRCSA-member school districts are part of the Nebraska School Activities Association's Student Advisory Committee for 2023-24. Included in committee for 23-24 are: Calah Archibeque (Burwell), Tristen Boehle (Malcolm), Emma Brown (Bertrand), Christian Burton (Lexington), Madison Davis (West Holt), Kaelin Deras-Hernandez (Fairbury), Landon Dobbins (Howells-Dodge), Cordell Frerichs (South Platte), Dane Jacobsen (Ashland-Greenwood), Haley Johnson (Gordon-Rushville), Emma Kennedy (Ainsworth), Jenna Marsh (Axtell), Mackenzie Smith (Tri County), Benjamin Vandienst (Doniphan-Trumbull), and Jorge Vazquez (Wilber-Clatonia).

Join us for the Nebraska Educator Shortage Summit 2.0 in Kearney on October 25-26, 2023!

The early registration rate of \$115 applies through June 30, and increases to \$150 on July 1.

The inaugural Summit in 2022 helped influence and impact key policy changes while leveling up best practices and now it is time to expand upon our initial success! Summit 2.0 will convene leading stakeholders from P-20 to address the challenges of the shortage of educators and educator pipeline. We will share ways to replicate best practices, innovate new strategies and use partnerships for local, regional and statewide success. Central to the Summit will be the use of data and collaboration in sharing information and promising practices. The Summit will bring together a wide range of perspectives to create successful solutions toward the common goal of ensuring Nebraska's students receive a world-class education.

Day one is a full day of interactive planning discussions, large group keynotes, and breakout sessions focused on recruitment, retention, best practices and other topics. Day two will focus on all areas of employment, Nebraska educator workforce initiatives and ends with a featured lunch panel of Teachers of the Year, teacher candidates and certified teachers.

Share Summit 2.0 information with your district educational stakeholders so they don't miss the chance to participate in this interactive event! For the latest updates, follow us on Twitter at @NACTE_Summit.

Summit 2.0 is sponsored by the Nebraska Association of Colleges for Teacher Education (NACTE) with support from a NDE Educator Pipeline Grant.

Rooms are available at the Fairfield Inn for a rate of \$139.95 while they last. We look forward to seeing you in Kearney this October!

JOIN US AT THE
**NEBRASKA
EDUCATOR
SHORTAGE
SUMMIT**

YOUNES CONFERENCE CENTER

 KEARNEY, NE

OCTOBER 25-26, 2023



PK-12 EDUCATORS | EDUCATOR PREPARATION PROGRAMS | AGENCY/DEPARTMENT REPRESENTATIVES



REGISTER HERE →

Registration, \$150



@NACTE_Summit



NRCSA Federal Liaison Dr. Jon Habben and NRCSA Executive Director Jack Moles attended the National Rural Education Advocacy Consortium (NREAC) meeting in Washington DC on April 23-26. NREAC is an extension of the National Rural Education Association. One day was filled with meetings with several officials on the Federal level.

On Tuesday, Dr. Habben and Jack met with Representative Adrian Smith, as well as with aides for Representative Mike Flood and Senator Deb Fischer. They shared NREAC legislative priorities and how these priorities affect Nebraska rural schools, with each of the offices.

A brief description of the six NREAC legislative priorities are as follows:

1. **EDUCATION FUNDING:** NREAC seeks preservation of critical federal funding for rural schools.
2. **REAP FUNDING:** NREAC urges Congress to increase funding to Title V, Part B of ESSA, the Rural Education Achievement Program, with a specific increase to the Rural Low-Income School Program. (The responses you all provided to Jack’s survey helped to tell Nebraska’s story. Well done as he received over 100 responses from NRCSA districts.)
3. **INFRASTRUCTURE:** NREAC supports efforts to ensure any infrastructure proposal in Congress must include funding for modernizing or maintaining rural school facilities.
4. **FOOD AND NUTRITION:** NREAC supports any effort to streamline processes and reduce the administrative burdens related to school meal programs.
5. **SCHOOL SAFETY:** NREAC supports flexible federal formula funding streams that channel resources to rural school districts for school safety that recognizes the geographic and economic challenges in rural communities.
6. **BROADBAND AND CONNECTIVITY:** NREAC believes access to high-speed internet is critical for providing equitable access to learning for students in rural schools. As such, NREAC strongly supports maintaining E-Rate as an element of the Universal Service Fund in its current funding structure.

[NREAC Legislative Agenda](#)



L-R Dr. Jon Habben, Jack Moles, Congressman Adrian Smith.

Earlier this Spring, NRCSA announced the release of a new service! After several months of discussing possibilities, NRCSA is now offering a Principal Search Service. This service will be patterned after our successful Superintendent Search Service. Two options will be available. Both options will involve NRCSA consultants recruiting candidates for the position. One option will involve the NRCSA consultant making background calls, while the reduced version of the service will place that role with the Superintendent. If you are interested in getting more information about the service now, please contact Jack. Here is a brochure outlining the service.

[NRCSA Principal Search Brochure](#)

An outstanding opportunity is available for rural districts or ESUs to “grow their own” School Psychologist. I highly encourage someone in your school or ESU to apply for admission to the Prairie Nebraska Project through UNL.

With generous funding from the Behavioral Health and Education Center of Nebraska, the University of Nebraska Lincoln’s School Psychology program is recruiting 10 rural Nebraska residents to complete an Educational Specialist degree in School Psychology. The Prairie Nebraska project uses synchronous and asynchronous online instruction to deliver a program of study that is highly accessible for rural Nebraska residents. Students will be able to complete the training in their own community without having to relocate to Lincoln. Prairie Nebraska funds will pay for the

trainees' tuition and fees. Upon successful completion of the program, Prairie Nebraska trainees will qualify for an endorsement towards a Nebraska Department of Education certificate in School Psychology.

Successful applicants to the Prairie Nebraska program will:

- Live and work in any Nebraska county excluding Douglas, Lancaster, Sarpy, Washington, or Cass Counties.
- Have a recommendation from an ESU or school administrator with a commitment by the school/ESU to provide the experiences and supervision that trainees will need to complete the program.
- Apply to and be accepted into the University of Nebraska Lincoln Educational Specialist program in School Psychology.

Due to restrictions associated with the ARPA funds, all project-funded activities must be completed by December 2025. Consequently, we will be recruiting very quickly – with review of applicants beginning on April 1, 2023 and continuing until the program is filled. Coursework and supervised practica will be tightly scheduled and offered one course at a time. Formal, synchronous courses and meetings will be scheduled outside of typical work hours (e.g., 5 PM or later) and will emphasize projects, assignments, and activities that have practical utility to prepare students for day-to-day practice as School Psychologists.

Interested applicants should email Beth Doll, bdoll2@unl.edu and include their:

- Name, email, and phone number
- Mailing address, including county of residence
- The school district or Educational Service Unit that is likely to provide their recommendation and commitment for supervised experiences

New Collaboration Seeks to Address Principal Shortage and Strengthen Professional Development

A new collaboration designed to address the shortage of future principals and strengthen professional development of current school leaders is underway. The project, entitled, Growth-Oriented Leadership Development (GOLD) is being coordinated by members of the UNL Department of Educational Administration, in partnership with NRCSA, NCSA, ESUs, and NDE.

“We’re seeking federal funds to develop current and future principals from within—a grow your own

model, said Nick Pace, chair of the UNL Educational Administration Department. Over the next several months, Pace says a team led by professors Jiangan Xia and Scott Sturgeon will be inviting districts to join the effort. The team is inviting approximately 60 schools to participate, with half receiving focused training while the other half continues its current efforts without the training. Districts not initially selected for the training group would be first in line for the next round of the program, if funded.

Districts interested in participating should watch for information through NRCSA updates, ESU superintendent meetings, or by contacting Pace, Xia, or Sturgeon.

Nick.Pace@unl.edu, Jxia@unl.edu, [ssturgeon2@unl.edu](mailto:ssurgeon2@unl.edu)

NRCSA developed a corporate sponsorship/partnership program. The program is designed to provide our corporate partners with more opportunities for contact with the decision makers in our member school districts, ESUs, and the colleges through increased exposure. Corporate partners are able to choose among three levels of sponsorship: Purple Ribbon Partners, Blue Ribbon Friends, and Red Ribbon Sponsors. Different forms of contact with our members are made available in each of the three levels.



Purple Ribbon Partners



Cheever Construction

Doug Klute
3425 N 44th St
Lincoln, NE 68504
Phone: (402) 477-6745
dklute@cheeverconstruction.com



CMBA Architects

Troy Keilig
208 N Pine ST, Ste 301
Grand Island, NE 68801
Phone: (308) 384-4444
keilig.t@cmbaarchitects.com



Cognia

Shannon Vogler
7744 Olive Creek Rd
Firth, NE 68358
Phone: (888) 413-3669 ext 5801
shannon.vogler@cognia.org



CORNHUSKER
INTERNATIONAL
TRUCKS

Cornhusker International Trucks

Russ Folts
3131 Cornhusker Hwy
Lincoln, NE 68504
Phone: (402) 304-4016
russ.folts@cornhuskerinternational.com



Crouch Recreation

Nicole Crouch
1309 S 204th St # 330
Elkhorn, NE 68022
Phone: (402) 496-2669
nicole@crouchrec.com



DA Davidson

Paul Grieger
450 Regency Parkway, Suite 400
Omaha, NE 68114
Phone: (402) 392-7984
pgrieger@dadco.com



DLR Group

Emily O'keeffe
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Omaha, NE 68106
Phone: (402) 393-4100
eokeeffe@dlrgroup.com



Facility Advocates

Dave Raymond
3730 S. 149th St, Suite 104
Omaha, NE 68144
Phone: (402) 657-9177
draymond@facilityadvocates.com



First National
Capital Markets

First National Capital Markets

Matt Fisher
2223 Second Ave
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Phone: (308) 380-3831
mfisher@fnni.com



Network For Educator Effectiveness (NEE)

Marc Doss
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Columbia, MO 65211
Phone: (844) 793-4357
dossm@missouri.edu

PIPER | SANDLER

Piper Sandler & Co

Jay Spearman
11422 Miracle Hills Dr, Suite 408
Omaha, NE 68154
Phone: (402) 599-0307
jay.spearman@psc.com

RENAISSANCE®

Renaissance Learning

Heather Miller
2911 Peach St
Wisconsin Rapids, WI 54494
Phone: (402) 290-4379
heather.miller@renaissance.com



Trane Technologies

Jonathan Hoesch
11937 Portal Rd
La Vista, NE 68128
Phone: (402) 499-8468
jonathan.hoesch@trane.com



Tremco Roofing

Jim Wolfsohn
3735 Green Road
Beachwood, OH 44122
Phone: (816) 716-7345
jwolfsohn@tremcoinc.com



Wilkins Architecture, Design, Planning

Jacob Sertich
2908 W 39th St, Suite A
Kearney, NE 68845
Phone: (308) 237-5787
jsertich@wilkinsadp.com

One of the benefits for our Purple Ribbon Partners is the opportunity to submit an article for the monthly Member Update. This month we proudly recognize:

DLR Group



BOLD: Bridging Organization, Learning and Design

Marilyn Dennison

Education is in my blood. A life-long learner myself, my career has been spent in and around schools, students, educators, and administrators as both an educator and school administrator. Research has been a staple of my career to illuminate the needs of students and how environments affect learning.

Equipping learners with the skills and capacities for a successful future – including self-directed learning, global awareness, collaboration, and creativity – is no small matter. Many educational leaders are finding that traditional forms of education are not keeping students engaged; assisting students in taking responsibility for their own learning, or providing opportunities for students to work together. Pedagogies must evolve and respond to the changing world in order to remain relevant to the next generation of learners. Many schools are working on transforming their spaces, but often focus on influencing only one aspect of education – either academic standards, instructional practices, or the physical environment, but seldom all three. This can prohibit reform efforts, and produce less than desirable results. This is where the next stage in my career has taken me. I lead the BOLD initiative within DLR Group to bring my passion and knowledge to help bridge the gap between education and design.

What is BOLD?

BOLD (Bridging Organization, Learning and Design) is a robust consultation process grounded in decades of successful change efforts. Our role is to help schools holistically respond to changes in the world that impact the overall learning experience for every learner. Our systems-based approach addresses teaching and learning while leveraging collaborative learning environments to increase confidence and engagement of educators and learners.

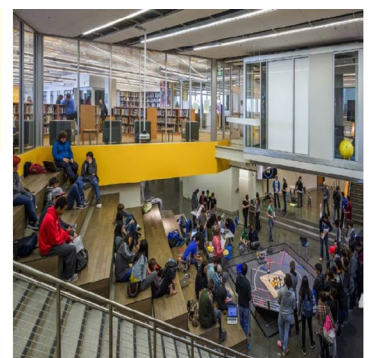
What does the BOLD process look like?

The BOLD process is designed to lead you through a series of explorations that discover, imagine, define, develop, and achieve the path to your desired outcomes. Within this framework, BOLD's specific services are custom-selected to meet the unique needs of your district or school. These might include strategic planning, process consulting, spatial affordance training, change leadership coaching, culture development, inquirybased learning implementation, teaching and learning consulting services, or others.

To learn more about DLR Group's services and the BOLD research initiative please visit us at:

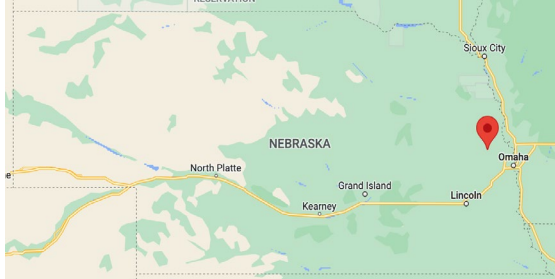
<https://www.dlrgroup.com/sector/k-12-education/?ref=menulist>

<https://bold.dlrgroup.com/>



MEMBER SPOTLIGHT

Arlington Public Schools



Mascot: Eagles

Enrollment: 704 students PK-12

Location(s): Arlington, NE

Interesting Fact: People may not know that the Village of Arlington was renamed, from Bell Creek, in 1882. Due to the similarity of the name of Battle Creek, mail routes were confusing

Superintendent: Dr. Dawn Lewis



Principals

Aaron Pfungsten, **7-12 Principal**, Dr. Jacqueline Morgan, **PK-6 Principal**, James Shada, **Asst 7-12 Principal/Activities Director**

Board Members

From Left to Right, Seated first:

Cassie Flesner; Shanon Willmott; Chase Kratochvil, *Bd. Vice President*

Dawn Lewis; Brian Laaker; Matt O'Daniel, *Bd. President*; Jason Arp



Programs

FBLA: Mrs. Shawna Koger has turned the FBLA program into a powerhouse. She is known at events as the “Nick Saban of FBLA” in Nebraska. APS regularly has 80-100 students in grades 7-12 participate, and this year, 19 students qualified for the National Competition. The students work hard, put in lots of extra hours, and that pays off, year after year. Mrs. Koger also coordinates some events for all of the state.



STRIV Broadcasts: Mr. Scott Parson leads our Striv team. Students produce commercials, learn basic broadcasting and how to present game facts without bias, offering appropriate commentary while livestreaming our events. They make sure that home athletic events, concerts, programs, graduation ceremonies, and various other events are covered. They set up multiple cameras to provide different angles to get the best view and sound. They were the first crew to live broadcast a cross country meet two years ago. The Arlo Striv team was selected to broadcast a session of the Nebraska Girls State Basketball Tournament in 2023. They are a model for programs across the state.



MEMBER SPOTLIGHT

Central City Public Schools



Mascot: Bison

Enrollment: 805 PK-12 students

Locations: Central City, NE

Interesting Fact: The District has recently completed three different phases of construction that includes



the addition of additional early education services, secure entrances at all three buildings, complete career education renovation to include sciences, agriculture, industrial tech, new commons, new high school office, new Dome Gymnasium, and Special Education renovation. The results of such renovations, changes, and new construction have allowed the District to host many activities over the past few years including Husker Volleyball. A major improvement has been made for students in all academic, activity, or athletic areas through these District improvements.

Superintendent: Jeff Jensen

Principals: Holee Hanke – High School Principal, Justin Anderson – Asst. Principal, Neely Moser – Elementary Principal, Maureen McElhinny – SPED Director, Zach Springer – Dean of Students.

Board of Education: Lisa Wagner – President, Dr. Brian Buhlke – Vice President, Aaron Heins-Secretary, Charles Homolka, Brent Kennedy, Brett Zikmund



Programs

The District has invested heavily in career education with multiple changes and improvements to the facilities and investments in state of the art equipment. Health Sciences and the trades have been a major focus. The Industrial Technology facility includes the best equipment available for students to study construction, woods, welding, auto/diesel, and manufacturing. Each year, students have been active in building homes, job shadowing health workers, and working to utilize the facilities and equipment to develop career experiences.

The development of well-rounded, active students has been a priority for the District. The District provides nearly forty hours of dual credit opportunities for students to receive a specialized education. In addition to providing excellent educational opportunities, the District believes that activities and athletics provide students with the opportunity to become better people by teaching life lessons of collaboration, hard work, and resilience. Nearly 99% of high school students are involved in an activity or sport. In the past year, Central City Public Schools qualified for the State Playoffs in four different sports while students also performed in front of sold out crowds in the Performing Arts Center.



I would encourage districts to consider participating in the Academic Decathlon competition.

Academic Decathlon is an activity that is dependent on students of different ability levels. A team is made up of students who are in the Honors (A average), Scholastic (B average), and Varsity (C average) levels. Students may move up, but they may not move down. The combined scores of the students in all 10 competition events are counted, thus each team member is very important. There is a defined course of study in each subject area each year. Subject areas are commonly Math, Language & Literature, Science, Social Science, Economics, Art, and Music which are covered in the Regional competition each year. At the State Competition, Speech, Interview, and Essay are added. There is a “theme” each year that many of the subject areas cover. The theme for 2022-23 was the American Revolution. The theme for 2023-24 will be “Technology and Humanity”. Regional competition takes place in January and State competition takes place in February. The school can decide how to prepare for the competitions. Some schools have teams that have practices in the evenings or after school. Some simply provide the students with materials to study prior to competitions. Other schools offer a class to prepare.

Quiz Bowls are wonderful and fun activities, but they do not have a defined course of study like the Academic Decathlon. I find the Decathlon to be the best academic competition that I have experienced. To me, it is based on true study and learning.

On a personal note, three of my four kids participated in Academic Decathlon through high school and between them they won thousands of dollars in scholarships as they were on teams that had success. I currently serve on the Nebraska Academic Decathlon Board of Directors. I have been very involved with this activity for many years and highly encourage you to consider adding it to your school. A new school can have its enrollment fee waived the first year and may receive free study materials.

If you have any questions or have a staff member who is interested, please feel free to contact me. You could also contact the State Director, Vicki Deniston-Reed at dcthln.denistonreed@gmail.com.

WestED is a non-profit educational research and development agency and they are asking for rural participation on a U.S. Department of Education Study.

The following is from Maria Salciccioli of WestEd:

My name is Maria, and I’m a researcher at WestEd, a non-profit educational research and development agency. WestEd is partnering with an organization called Citizen Math on a US Department of Education-funded study, and I’m reaching out to see whether you’d like to learn more about it and explore whether it would be of interest to some of the schools in the Nebraska Rural Community Schools Association.

Citizen Math provides rigorous math lessons for 6th, 7th, and 8th graders. The lessons help students explore standards-based concepts through relatable real-world issues, building critical thinking, civic-mindedness, and collaboration skills. (Sample lesson topics include: How dangerous is texting and driving? How do municipal fines affect people with different incomes? How much should you trust online ratings?)

An earlier study showed that these lessons helped students deepen their learning and make more lasting connections to math concepts. The lessons were also shown to significantly improve student achievement on the end-of-year state test.

We’re currently enrolling full middle school math teams (6th, 7th, and 8th grade teachers) from rural and urban schools to participate in a two-year, randomized control trial study, beginning August 2023 and lasting for the 2023-24 and 2024-25 school years. More information can be found on the study website: Citizen Math Impact Study, but here are some of the benefits for participating teachers:

- *Stipends for participation*
- *Free training and access to Citizen Math (valued at \$300 per classroom) for two years*
- *Opportunities to network with other teachers enrolled in the study*
- *A chance to build evidence for the field about how enhancing civic and social-emotional learning in math classes impacts student outcomes*

If you think this study might be a good fit, please fill out the form on the [study website](#).

UNL Tuition Discount & GOLD Grant.

We have a new tuition discount program aimed at better serving folks from rural districts who are seeking school leadership degrees (MEd – principalship, EdD – superintendency) or endorsements. The program provides a 15% tuition discount for educators who

serve in NRCSA member districts or are in an area classified by NCES as rural or town. We think this is a small but important step toward helping rural schools be intentional about growing their own leaders. If interested, please contact Dr. Nick Pace at nick.pace@unl.edu

[Big Red Leader Website](#)

[Big Red Leadership Flyer](#)

In addition, invite your participation in a federal grant application aimed at helping Nebraska school districts. Led by the UNL Department of Educational Administration, the *Growth-Oriented Leadership Development (GOLD) Project* is a collaboration across NCSA, NRCSA, ESUCC, and NDE. Goals include:

- Developing current and future leaders in a grow-your-own model
- Strengthening School Leadership
- Improving Principal and Teacher Retention

GOLD Highlights:

- A focus on local, building/district level context, not a top-down, one-size-fits-all approach
- Research-based content aligned with Marzano's Balanced Leadership and other recent work
- Use of existing professional development structures led by credible leaders and coaches
- No additional costs or duties to ESUs or districts

GOLD Includes:

- Regular, large group professional development for the principal and 2-3 teacher leaders per building
- Small group coaching and facilitation provided by grant-funded coaches
- Application of material presented in sessions to local school improvement priorities and integration with the new NDE Nebraska Teacher and Principal Professional Standards (NTPPS)
- A stipend to participating schools to support implementation of GOLD dimensions and materials

To Learn More:

<https://cehs.unl.edu/edad/gold-project/>

Chadron State College Special Education Para-to-Teacher Program Initiative.

Purpose: This “Grow Your Own” Special Education Teacher program is designed to provide school districts with the opportunity to cultivate and participate in the training of their para-professionals who wish to continue their education to become special education teachers.

Who: Any individual who holds a minimum of an Associate's Degree (or equivalent credit hours) from an accredited higher education institution, and who is employed as a para-professional within a school district.

What: Chadron State will provide required course work and enrichment activities via online, face-to-face (via Zoom), and on the job experiential learning, leading to a Bachelor's in Education Degree, and a Nebraska Teaching Certificate with an endorsement in Special Education (grades PK-12). With administrator input, program course work will be tailored to best fit your district practices and expectations. Each course will be offered in an 8-week format, with 12-13 credit hours to be completed each 16 week semester.

How: Program participants will be advised, monitored, and supported by CSC faculty/staff, and a CSC Education Program liaison is specifically assigned to facilitate their progress. District para-professionals may enter the program at any time in the academic year.

When: once participants reach their senior academic year they will embark on completing their capstone course work, via online and Zoom class sessions. This course work has been pared down considerably with the understanding and assumption that these student teachers will be learning “on-the-job”. For example, one section covers classroom management practices. Clearly, one can argue and attest that these student teacher interns are learning more about managing a classroom from being mentored by veteran teachers within your school, and observing them in action. This is the belief and learning approach embraced during this senior year. However, to ensure and assess concept learning, Chadron State faculty will be meeting with your student teacher cohort twice per week for 1.5 hours, via Zoom conferencing technology.

Graduation: At the completion of this program students/candidates graduate from Chadron State College, and apply for teaching licensure resulting in a valid initial teaching certificate with and endorsement in PK-12 Special Education. Chadron State's education program is nationally and State accredited. As such, interstate certification reciprocity is not a problem.

Things for your consideration:

- 1) To qualify for this program participants must hold at least an Associate's Degree or the equivalent in college credit hours. *(CSC will work with those applicants to provide them with the needed coursework leading up to program entry).*
- 2) Districts must agree to maintain para-professional employment throughout the course of the program—including during the student teaching experience.

Please contact Dr. Adam Fette for more program information, at afette@csc.edu.

The UNL Department of Educational Psychology has received a grant from the Swanson Foundation which allows them to offer mental health services to rural schools.

From Dr. Michael Scheel, Chair of the UNL Department of Educational Psychology:

The UNL Department of Educational Psychology would like to offer counseling and psychological services, as well as consultation services to the schools and communities of Southeast Nebraska. We run a mental health counseling and therapy clinic and we are offering counseling and consultation services to teachers, administrators, students, and community members of Southeast Nebraska. Services will be provided through remote and confidential means (i.e., Zoom conferencing). We are hoping that schools, families, and individuals contact us to schedule an appointment for a telehealth counseling or consultation session.

We have recently learned that a donor will support our work with individuals living in rural Southeast NE by paying all fees for services. Thus, whoever seeks out our services will simply have to indicate they live in Southeast Nebraska, and any services we provide will be paid for through the UNL Foundation. Individual, couple, and family counseling will be provided without financial expense. Additionally, we can provide teachers, school administrators, school counselors, and school social workers consultation services for students of their schools without charge.

We are very excited to enter a partnership with schools and communities of SE Nebraska to promote mental health and well-being. We are aware of the mental health counseling disparities that exist in Nebraska

rural areas, and our department, our College of Education and Human Sciences, and UNL are highly interested in offering our expertise and resources with the goal of enhancing the well-being of SE Nebraska individuals, schools, and communities. We are a group comprised of licensed psychologists and psychology graduate students who regularly provide services through our clinic to the Lincoln community. We are seeking to reach beyond Lincoln to connect more with surrounding rural areas. We also are acutely aware of the importance of addressing mental health concerns right now as we all are experiencing the stress of going through the COVID-19 pandemic.

The Counseling and School Psychology Clinic is a training clinic in which graduate students in counseling and school psychology work with clients under the supervision of licensed psychologists. Services are available to all on a sliding scale. For clients from SE Nebraska communities, services will be paid for through UNL Foundation funds supplied by a donor who cares deeply about the welfare of schools and communities in SE Nebraska. Counseling services are offered to improve well-being, improve academic and behavioral issues, stabilize mood, manage stress, and improve life-adjustment issues.

For more information, please visit our clinic website:

<https://cehs.unl.edu/edpsych/clinic/>

A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem. NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district's story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE from Open Sky](#)

SUPERINTENDENT SEARCH & PLANNING

NRCSA has had a very successful year this year in assisting 14 Boards of Education in choosing their next Superintendent of Schools. This year we have been asked to assist Ansley Public Schools, Bruning-Davenport (interim), Educational Service Unit #16, Lakeview Community Schools, Louisville Public Schools, Medicine Valley Public Schools, North Bend Central Public Schools, Randolph Public Schools, Ravenna Public Schools, South Central Unified #5 (interim), Southwest Public Schools, Superior Public Schools (Interim), Tekamah-Herman Public Schools, and Thayer Central Public Schools in their searches for their next Superintendents. NRCSA was also selected to assist the NSAA Board of Directors in its search for the next Executive Director of the NSAA. We also assisted Thayer Central on a Principal search.

If your district finds a need to locate your next school leader, please be sure to keep the NRCSA Superintendent Search Service in mind. For more information you can contact Executive Director Jack Moles at jmoles@nrdsa.net or by phone at 402-335-7732.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If you are interested in more information, please contact Executive Director Jack Moles.



SYRACUSE-DUNBAR-AVOCA used the NRCSA Planning Service in 2022. NRCSA Consultants Rob Hanger and Fred Helmink assisted the district with its planning.

[NRCSA Search Service Experience](#)

[NRCSA Planning Support Brochure](#)



From Dr. Jon Habben; NRCSA Federal Liaison:

I am forwarding our lobbyist's report. We are still sharing with AASA, so there will always be items that you will wonder if they reflect a rural slant or not. This coming year will see how that shapes up.

The teacher retention and shortage issue is everywhere. We are even seeing the nearly defunct Teach for America attempting to re-invent itself as the need is being addressed from local to federal. But take notice of anything labeled "grow your own." You may see funds attached to such programs from federal sources. It is hard to tell if such monies get to local small and rural districts. My guess is that such federal funds may need a portion designated for someone's definition of rural, or may need to go through a state with a significant share of students from that state's definition of rural. But in any case, you may want to begin that discussion locally if you haven't already. Some states are willing to reduce requirements to become a classroom teacher more than others, but not something I would expect Nebraska to do much more than it already has. Note in the attachment, there is a link to state comparisons regarding the "teacher climate." As with such comparisons, one might ask if the distinction is really a significant difference. There is also a link regarding teacher apprenticeship programs, as opposed to our standard student teaching process.

And anything with the word "equity" attached is worth paying attention to. There are two pieces, and links, in this attachment regarding Title IX and regarding Special Education. No surprise there. There is no question about the level of activity on both fronts. Stay informed, trust but verify, communicate with parents, train and train more, supervise, and stay connected to your school's attorney and the NE Dept of Ed. Remember, both of these programs are federally driven so it takes combined efforts by national education entities to keep track, communicate to and from, and lobby. And a final note, be careful with state and federal grant reporting for all the obvious reasons.

Also note the following update from the newly organized rural effort within the US Department of Education. This may occur monthly and provide timely "heads up" notifications and information. With a focus on

serving rural school districts and their community areas, this answers a major concern that any rural focus or transparency was lacking. We will be watching this effort closely, so please provide me any feedback you have.

Take care! Jon

[**Legislative Corps August 4, 2023**](#)

[**Rural Education Updates from the U.S. Dept of Education, July 2023**](#)

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NE State Senators

[Raymond Aguilar, Dist 35](#)

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Christy Armendariz, Dist 18](#)

[Beau Ballard, Dist 21](#)

[Carol Blood, Dist 3](#)

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[Eliot Bostar, Dist 29](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[Tom Briese, Dist 41](#)

[John Cavanaugh, Dist 9](#)

[Machaela Cavanaugh, Dist 6](#)

[Robert Clements, Dist 2](#)

[Danielle Conrad, Dist 46](#)

[Jen Day, Dist 49](#)

[Wendy DeBoer, Dist 10](#)

[Barry DeKay, Dist 40](#)

[Myron Dorn, Dist 30](#)

[Robert Dover, Dist 19](#)

[George Dugan, Dist 26](#)

[Steve Erdman, Dist 47](#)

[John Fredrickson, Dist 20](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Brian Hardin, Dist 48](#)

[Rick Holderoft, Dist 36](#)

[Jana Hughes, Dist 24](#)

[Megan Hunt, Dist 8](#)

[Teresa Ibach, Dist 44](#)

[Mike Jacobson, Dist 42](#)

[Kathleen Kauth, Dist 31](#)

[Lou Ann Linehan, Dist 39](#)

[Loren Lippincott, Dist 34](#)

[John Lowe Sr., Dist 37](#)

[Mike McDonnell, Dist 5](#)

[Terrell McKinney, Dist 5](#)

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[Julie Slama, Dist 1](#)

[Tony Vargas, Dist 7](#)

[Brad Von Gillern, Dist 4](#)

[Lynne Walz, Dist 15](#)

[Justin Wayne, Dist 13](#)

[Anna Wishart, Dist 27](#)



NRCSA Programs

[New Leaf Teletherapy](#)

[Planning Support Service](#)

[Scholarship and Awards Programs](#)

[Superintendent Search Service](#)

[USBank OneCard Program](#)



NRCSA Rural Community Schools Association
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www.nrcsa.net



www.twitter.com/NRCSA1980



www.facebook.com/nrcsahome/

StudentsGraduation

To participate in commencement exercises or receive an Arlington 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.

It shall be the policy of Arlington Public Schools that to be eligible for graduation from Arlington High School, the candidate must have earned a minimum of 260 semester hours credit in grades 9 through 12 inclusive.

Further eligibility for graduation shall require the candidate to present a minimum of 40 earned semester hours credit during the school year in which he/she intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education. All students must be enrolled as a full-time student at the time of their graduation.

Satisfactory completion of the following courses must be presented in the candidate's record:

<u>Language Arts</u> – 45 credit hours	
English 9	10
English 10	10
English 11	10
Beginning Speech	5
English 12	10

<u>Social Studies</u> – 35 credit hours	
World Geography	10
World History	10
American History-20 th Century	10
American Government	5

<u>Mathematics</u> – 30 credit hours	
Algebra I*	10
Geometry	10
Math Elective	10

* Students who passed Algebra I as an 8th Grader will meet the 30 credit hour requirement with additional math electives.

<u>Science</u> – 30 credit hours	
Physical Science	10
Biology	10
Science Elective	10

Practical Arts – 20 credit hours

Information Technology I	5
Information Technology II	5
Personal Finance and Business Economics OR Wealth Building Fundamentals and Personal Finance	5
Remaining credits can be obtained from Business, and/or Consumer/ Family Science, and/or Industrial Education, and/or additional computer classes.	10

Physical Education – 20 credit hours

Physical Education I/Health	10
P.E. Electives	10

Fine Arts – 10 credit hours

*These credits can be earned in the areas of Instrumental (10), Vocal Music (10), Art (10) or a combination Of Art (5) and Music (5)

Electives – 70 credit hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Written notification will be made to parents of students who are in danger of not earning an academic diploma. It shall be required that the candidate have eight (8) semesters experience in grades 9-12.

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

Date of Adoption: October 10, 2016

Reviewed: April 8, 2019, Sept 9, 2019; October 10, 2022

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.

TABLE OF CONTENTS

Philosophy of Arlington Activities Programs.....	2
Non-Discrimination Statement	2
Purpose.....	3
Coaches/Sponsors.....	3
Harassment.....	3
Aggressive/Hostile Patrons	3
Guidelines	3
Goals and Responsibilities of the Arlington Activities Programs.....	3
Indicators of Quality Athletic Program and District Guidelines.....	4
Head Varsity Coach	7
Assistant Varsity Coach	9
Head Junior High Coach	10
Drama Sponsor	12
Musical Sponsor.....	13
Yearbook Sponsor	14
Freshman Class Sponsor.....	15
Sophomore Class Sponsor	16
Junior Class Sponsor	17
Senior Class Sponsor	18
Cheerleader Sponsor	19
Dance Squad Sponsor.....	20
National Honor Society Sponsor	21
FBLA Sponsor.....	22
SKILLS USA Sponsor.....	23
FFA Sponsor.....	24
Student Council Sponsor	25
Quiz Bowl Sponsor.....	26
Speech Sponsor.....	27
Art Club.....	28
Book Club.....	29
Money Collection Procedure.....	30
Practice Guidelines	30
Summer Camps	30
Academic Eligibility	30
Attendance	31
Practice Attendance	31
Activity Absences.....	31
Athletic Injuries and Their Treatment	31
Training Services	31
Scholar Athlete Awards.....	31
Booster Club	31
Fundraising	32-36
Team Purchases.....	32-36
Athletic Participation Philosophy.....	32-36
Lettering Requirements.....	32-36
State Tournament Attendance	37
Risk Management	37
Facilities and Equipment	38
Medical.....	38
Travel	39
Administration	39
Coaches.....	40
Players	40
Cheerleaders.....	40
Parents & Spectators	40
Keys to Superior High School Coaching.....	41
Co-Curricular Activities Code.....	43
Sponsors/Coaches Listing	45

PHILOSOPHY OF THE ARLINGTON ACTIVITIES PROGRAMS

ACTIVITY PHILOSOPHY

Activities are considered an integral part of the school's program of education which provides experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The District's philosophy is also to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the District requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event. The note should be given to the Principal. Only those people involved with the activity will be allowed to travel in the school vehicle.

Concussions

In compliance with the Nebraska concussion law LB260, athletes presenting signs, or symptoms of a concussion will be (a) be removed from competition, and (b) may not return to participation until evaluated by an appropriate licensed health care professional, and (c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. Arlington Public Schools also follows the Return to Learn Protocol in LB260. In compliance with the Nebraska concussion law LB782/AM2057, return to learn protocol will be utilized for students who have sustained a concussion and return to school.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

NON-DISCRIMINATION STATEMENT

The Arlington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Arlington Public Schools has a policy regarding complaints concerning school personnel or the district procedures and forms.

Inquiries regarding grievance procedures or the policies of nondiscrimination may be directed to Superintendent of Schools, PO Box 580, Arlington, NE 68002 (402) 478-4173, designated coordinator for Title IX, Title VI, and Section 504).

PURPOSE

The purpose of this handbook is to identify the rules and regulations pertaining to the secondary activities

program. In following these guidelines, the activities program can function in an effective manner.

COACHES/SPONSORS

The activities program is a legitimate and bona fide part of the Arlington Public Schools educational curriculum. The experiences students have in your program will likely play a significant role in their perceptions of their school as well as their personal growth and development.

As a coach/sponsor and teacher you are the leader and role model for these students. Being involved in athletics, you are also in the public's eyes. The manner in which you present yourself and how you deal with our students are topics discussed over dinner each evening.

More than any factor, the coach/sponsor possesses the potential to establish and maintain a positive and success-oriented climate in activities. Working together, we can make Arlington's activities program one in which students want to be a part and of which we can all be proud.

HARASSMENT

Harassment of any athlete or participant by other students-athletes or coaches/sponsors will not be tolerated.

DEALING WITH AGGRESSIVE OR HOSTILE PATRONS

If confronted by an aggressive or hostile patron or other adult regarding school matters:

1. Use techniques to de-escalate the situation, attempt to resolve the conflict, set another time for discussion, etc. If unsuccessful, physically remove yourself from the situation, go to a public or secure environment.
2. If you are physically threatened and cannot call upon an administrator for assistance:
 - a. If time permits, warn the party that you will contact the police if you are not allowed to leave/the behavior does not cease.
 - b. Contact the police for assistance - CALL 911.
3. Inform your building principal immediately after the incident (if possible), but no later than the following day. You may wish to either:
 - a. Discuss/Report the incident only.
 - b. Request action by the administrator. Completion of Policy Form 1300A is required the day after the incident if action is requested (Parental Involvement Policy - Reporting Parental Involvement Considered a Hindrance).
4. Other:
 - a. Phone Calls: If you receive threatening phone calls, do not hesitate to terminate the conversation. Again, notify the principal.

GUIDELINES

The Arlington Public Schools follows and adheres to Nebraska School Activities Association rules, regulations, and guidelines.

GOALS AND RESPONSIBILITIES OF THE ARLINGTON ACTIVITIES PROGRAMS

- I. Purpose of Activities:
 - A. For the student-athlete
 - B. For the development of the student-athlete
 1. Leadership
 2. Cooperation
 3. Discipline
 4. Accountability

5. Self-improvement, which is continual
 - a. Items # 1 - 5 above
 - b. Physical skills
 6. Sportsmanship
 - a. The philosophy for sportsmanship, which is set up by the NSAA and the NSIAAA should be adhered to
 - b. Efforts should be made to make Arlington Public Schools a model school for others to follow
- II. Responsibilities of the various groups:
- A. Board - Set policy and foster these premises when questioned by constituents
 - B. Administration - Insure management of programs
 - C. Teachers - Encouragement and support of programs
 - D. Coaches - "nuts and bolts" of programs
 - E. Public - support and financing of programs
 - F. Parents
 1. Encourage and support athletes
 2. Support coaches and model this support with your student-athlete.
 3. Support the activity code and the basic principles of athletic competition
 - G. Athletes
 1. Be coachable.
 2. Have a positive attitude.
 3. Attend practice faithfully and fulfill requirements of the program.
 4. Always show good sportsmanship, win or lose.
 - H. All of the groups (Board, Administration, Teachers, Coaches, Public, Parents and Athletes) must **model** the things we want to see the student-athlete develop, i.e. # I-B, 1 through 5.
 - I. It is our job as members of the Arlington School District to see that this is done.

INDICATORS OF A QUALITY ATHLETIC PROGRAM AND DISTRICT GUIDELINES

GLOSSARY

Will - This action occurs without exception.

Should - This action occurs except in the case of extenuating circumstances, communicated in advance, by or to the head coach or appropriate personnel.

Strongly encouraged - This action is normally expected but not mandated.

1. **INDICATOR:** Committed athletes are strongly encouraged to participate in other sports, summer camps, conditioning and strength training.

DISTRICT GUIDELINES:

- a. All athletes are strongly encouraged to attend the Arlington summer camps.
- b. All athletes are strongly encouraged to participate in other sports or work out in the off season.

2. **INDICATOR:** Loyal and dedicated coaches who promote the program.

DISTRICT GUIDELINES:

- a. All coaches should attend at least one clinic per year in their sport (with a maximum of two per year per coach).
- b. All coaches should attend the scheduled AHS summer camps and team camps at their coaching levels. Advance notice will be given.
- c. All varsity coaches should share in scouting and preparation.
- d. All varsity coaches should attend all team meetings and should not miss the scheduled NSAA meetings.
- e. All varsity coaches are strongly encouraged to attend team social events.
- f. All coaches should attend staff meetings prior to going to practices.

3. **INDICATOR:** Administration, faculty, parents and community who support the program.

DISTRICT GUIDELINES:

- a. The administrative teams should provide the personnel and resources to carry out the goals of the program.

4. **INDICATOR:** High expectations for all members of the program that focus on being role models of successful citizens, students and athletes.

DISTRICT GUIDELINES:

- a. The program will have clearly stated academic goals for the athletes.
b. Athletes are strongly encouraged to be student leaders and be involved in other organizations.
c. The coaches will carry out the Board philosophy for the development of the student/athlete.
 1. Leadership
 2. Cooperation
 3. Discipline
 4. Accountability
 5. Self Improvement
d. Coaches will assist athletes in meeting academic and program goals.
e. Coaches will enforce the standards of the activity code.
g. Athletes will adhere to the school activity code and team rules.

5. **INDICATOR:** A complete strength training and conditioning program.

DISTRICT GUIDELINES:

- a. Athletes will be required to participate in in-season strength training programs.
b. Off-season athletes are strongly encouraged to participate in conditioning and strength training programs.
c. Coaches should supervise and/or implement the strength training program in season, off-season and during the summer.
d. Coaches should supervise the conditioning training.

6. **INDICATOR:** A varsity program with challenging, organized and disciplined practices, which include opportunities for game-like situations.

DISTRICT GUIDELINES:

- a. Coaches should carry out the practice plans designed by the head coach.
b. These practice plans will be given to the Activities Director on a weekly basis.
c. Athletes should attend all practices.
d. Coaches should contribute suggestions to improve practice routines.

7. **INDICATOR:** A feeder program (Junior High) tied closely to the goals of the varsity program, which focuses on fundamentals and techniques necessary for future success.

DISTRICT GUIDELINES:

- a. Junior high coaches should teach fundamentals under the direction of the head coach.
b. Team goals and expectations should be well communicated and laid out for the athletes. These goals and expectations should support those of the high school program.
c. Junior high coaches should communicate weekly practice objectives to the head coach.

8. **INDICATOR:** Consistent and fair application of team policies and their consequences.

DISTRICT GUIDELINES:

- a. Coaches will administer team rules consistently and equitably.
b. Coaches will model the expectations reflected in the team rules.

COACH'S JOB DESCRIPTION

- I. POSITION: **HEAD VARSITY COACH (Boys or Girls)**
- II. RESPONSIBILITY AND AUTHORITY
 - 2.1 The head varsity coach is under the direct supervision of the activities director and under the general supervision of the secondary principal.
 - 2.2 The head varsity coach has authority over all participants and the season related activities.
- III. JOB RESPONSIBILITIES
 - 3.1 Maintain an accurate and updated list of all supplies and equipment. Within two weeks of the conclusion of the season, submit a copy of the inventory list to the activities director.
 - 3.2 Properly store and secure all uniforms, equipment and supplies.
 - 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
 - 3.4 Submit state forms in a timely fashion.
 - 3.5 Submit all athletic requisitions on the appropriate forms to the activities director. Requisitions of supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
 - 3.6 Organize, conduct, and supervise practices throughout the season. Practice plans should be given to each coach at each practice. These plans should also be given to the activities director on a weekly basis. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. Two-a-day practices may be held during the NSAA allotted time frame in football, cross country and volleyball. After school begins, practice sessions generally shall be held immediately following the school day. For outdoor sports, request approval from the activities director to conduct practice indoors due to inclement weather. On indoor practice days, see that practice requiring any equipment (hurdles, poles, blocks, etc.) is confined to the elementary gym and inform building facilitator of such events. On such days, the high school gym may be used for running after 4:00 p.m. High school hallways are not to be used for athletic practice unless approved by the activities director. See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
 - 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area. There must be at least one coach here to monitor athletes leaving the building after practice or leaving the building after a road trip.
 - 3.8 Ride the bus to and from all varsity contests. Other travel arrangements for coaches may be made if they are reflective of Arlington Public Schools established philosophy of prudent coaching duties and have the approval of the athletic director.
 - 3.9 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington High School. Head coaches are to have a team procedure to be followed during the National Anthem. High school rules are to be followed at all times.
 - 3.10 Attend NSAA rules meetings for your activity.
 - 3.11 Provide publicity for your team and players to the Arlington Citizen and Fremont Tribune and others in the appropriate form as provided by the activities director.
 - 3.12 Attend the Awards Banquet and present the season awards.
 - 3.13 Two weeks after the completion of your season's state tournament, update the Annual Report page and submit to the activities director.
 - 3.14 Coaches should schedule and conduct a parents' meeting during the first week of practice to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Goal setting, practices, team goals, transportation issues, strength training and conditioning should all be discussed in detail. Coaches should contact parents/guardians and inform them of this meeting and provide information to all involved.
 - 3.15 Varsity coaches should make sure that their athletes are aware of the current clearinghouse enrollment regulations for all athletes interested in attending Division I and II schools. In addition, the head coach needs to address the recruiting needs of the individual athletes; inquiring desires of athlete, filling out appropriate forms, making necessary contacts, etc.
 - 3.16 Varsity coaches should *meet on a regular basis* with the coaches of development programs and make sure that fundamentals are being properly taught and to provide help and support. Developmental programs include "YMCA/YWCA" basketball and our school's junior high,

freshman and junior varsity programs.

- 3.17 Head coaches will assist in the evaluation of their assistants ~~and the head junior high coach~~, belong to the state coaches' association and to attend school coaches' meetings. Head varsity coaches should attend at least one coaching clinic/workshop per year, and will be limited to two per year. Head coaches will be required to share information gained at clinics with their assistants and may be requested to share said information at staff meetings.
- 3.18 Head coaches should give the junior high programs clear direction in making practice plans.
- 3.19 Head coaches should be given direction from the head coach as to what they would desire from their feeder program.
- 3.20 Coaches should establish a communication system with athletes and parents and report to the athletic director in charge of their program. Channels of communication should be developed in every sport. Athletes should develop goals with their coaches, and parents need to be aware of these goals. The goals should be in writing. Coaches will establish an ongoing process of developing and reviewing individual goals, establish team and review team goals on an individual as well as a team basis.
- 3.21 Encourage participation in athletics and support the total program.
- 3.22 A weight program should be established with the assistance of the weight training coordinator. All coaches will assist in some capacity in the supervision of the weight room throughout the school year or as otherwise established. Participation in track, golf or a spring conditioning program is strongly encouraged for athletes who participate in fall or winter sports.
- 3.23 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.24 Head coaches or a designated assistant will arrange for cleanup at the conclusion of practices and meetings. This will include the locker room, weight room, training room, and classrooms used by the team. Coaches will be responsible for the cleanup of but not limited to the following items utilized by team members such as drinking cups and bottles, food items, tape, pre-wrap, note pads, clothes, balls, equipment, etc.
- 3.25 Submit a building usage schedule to the person in charge of scheduling the facility as early as possible. This includes any and all usage.
- 3.26 All coaches will attend any ~~inservices~~ ~~in-services~~ designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- 3.27 If you practice when there is nobody else in the building, make sure you turn off the lights and arm the security system.
- 3.28 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The head varsity coach will be paid according to the extra-duty pay schedule.
- 4.2 Assignment of this extra duty shall be continued, unless:
 - a. You request to be relieved of this duty and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal, and/or the superintendent.

V. EVALUATION

- 5.1 Performance evaluation shall be conducted by the activities director. Such evaluation should be conducted within two weeks following the sport season.

- I. POSITION: **ASSISTANT COACH (Boys or Girls)**
- II. RESPONSIBILITY AND AUTHORITY
 - 2.1 The assistant coach is under the immediate supervision of the head coach and activities director and is under the general supervision of the secondary principal.
 - 2.2 The assistant coach has shared authority with the head coach over all activity players and the season related activities.
- III. JOB RESPONSIBILITIES
 - 3.1 Supervise students during practices and games at all times. This includes in the locker room, around the school building, and in the gym area.
 - 3.2 See that participants maintain acceptable standards of behavior and decorum at all times as representatives of Arlington High School. High school rules are to be followed at all times.
 - 3.3 Assist in conducting and supervising practices throughout the sport season.
 - 3.4 Complete any other tasks as assigned by the head coach.
 - 3.5 Participation in athletics needs to be encouraged, and possible participants should be contacted by coaches at all levels.
 - 3.6 When not practicing and/or playing at a time or place in conjunction with the head coach, you will assume responsibilities that parallel these of the head coach as informed by the Head Coach.
 - 3.7 All coaches will attend any ~~inservices~~in-services designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.
- IV. CONDITIONS OF EMPLOYMENT
 - 4.1 The assistant coach will be paid according to the extra-duty pay schedule.
 - 4.2 Assignment of this extra duty shall be continued unless:
 - a. You request to be relieved of this assignment and your request is approved by the superintendent.
 - b. The assignment is terminated upon the recommendation of the activities director, secondary principal and/or the superintendent.
- V. EVALUATION
 - 5.1 Performance evaluation shall be conducted by the activities director and discussed with the head coach. ~~head coach and discussed with the activities director.~~

I. POSITION: **HEAD JUNIOR HIGH COACH (Boys or Girls)**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The head junior high coach is under the immediate supervision of the activities/athletic director ~~head varsity coach and activities director~~ and is under the general supervision of the secondary principal.
- 2.2 The head junior high coach has authority over all junior high participants and the season related activities.

III. JOB RESPONSIBILITIES

- 3.1 Maintain an accurate and updated list of all supplies and equipment. At the conclusion of the season, submit a copy of the inventory list to the activities director.
- 3.2 Check in all equipment at the end of the season. Charge students for lost equipment. Properly store and secure all uniforms, equipment, and supplies.
- 3.3 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.4 At the conclusion of the season, notify the head varsity coach of all supply and equipment needs for the ensuing school year.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on a weekend. Practice sessions shall be held immediately following the school day. All practices must conclude by 5:30 p.m. and the building cleared by 5:45 p.m.
- 3.6 Establish a practice schedule and clear this with the activities director for auditorium usage and the person in charge of the facility for our gyms.
- 3.7 Supervise students before, during, and after practices as well as at games. This includes in the locker room, around the school building, and in the gym area.
- 3.8 See that participants maintain acceptable standards of behavior and decorum as representatives of Arlington Junior High School. School rules are to be followed at all times.
- 3.9 Provide publicity for your team and players to the Arlington Citizen in the appropriate form as provided by the activities director.
- 3.10 Ride the bus to and from all contests.
- 3.11 At the conclusion of the season, submit a list of the participants, team record, special achievements, etc., to the activities director.
- 3.12 At the conclusion of the season, athlete evaluation forms must be administered and/or mailed.
- 3.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.14 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, dress codes, etc. Coaches should contact parents/guardians to inform them of this meeting.
- 3.15 Head Junior High Coach will assist in the evaluation of his/her assistants.
- 3.16 Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
- 3.17 Make sure that doors are not propped/kept open by tape, chairs, rocks, sticks, etc... If the door needs to be open for a reason, open it correctly.
- 3.18 If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that all doors are securely closed and locked.
- 3.19 As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.
- 3.20 Head coaches or a designated assistant will arrange for cleanup upon the conclusion of practices, meetings, and games. This will include the locker room, weight room, training room, and classrooms used by the team.

3.21 All coaches will attend any ~~inservices~~in-services designated by the administration concerning athlete safety to include any necessary coaching technique dealing with the safety and wellbeing of our athletes, i.e., first aide and other injury situations along with proper coaching techniques.

3.22 Schedule practices and the facilities needed for practices.

3.23 Secure a key to the city auditorium for any practices that need this facility. A schedule should be completed at the beginning of the season and given to the city auditorium administrator and the activities director.

IV. CONDITIONS OF EMPLOYMENT

4.1 The head junior high coach will be paid according to the extra-duty pay schedule.

4.2 Assignment of this extra duty shall be continued unless:

a. You request to be relieved of this duty and your request is approved by the superintendent.

b. The assignment is terminated upon the recommendation of the secondary principal and/or superintendent.

V. EVALUATION

~~5.1~~ Performance evaluation shall be conducted by the activities director~~, head varsity coach and discussed with the activities director~~. Such evaluation should be conducted within two weeks after the conclusion of the sport season.

POSITION: **DRAMA SPONSOR**

I. RESPONSIBILITY AND AUTHORITY

- 2.1 The Drama Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal.
- 2.2 The Drama Sponsor has authority over all Drama Club students and related activities.

II. JOB RESPONSIBILITIES

- 2.1 Plan and organize a Drama Club for grades 7 - 12. Conduct Drama Club meetings outside the regular school day as appropriate.
- 2.2 Organize a One-Act Play Production each year. Sponsor the One-Act Play Production at Conference, District, and State Drama contests.
- 2.3 Organize workshops and attend area-related events each year.
- 2.4 Operate the concession stand as scheduled.
- 2.5 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.
- 2.6 At the end of each school year, schedule a date for the Drama/Comedy with the activities director.
- 2.7 Schedule and conduct try-outs for all students in the Drama/Comedy and One-Act Plays. Establish selection process guidelines and submit a copy to the activities director.
- 2.8 At the beginning of the school year, submit a copy of the recommended play production to the principal for approval.
- 2.9 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.
- 2.10 Maintain a solvent Drama Activity Account.
- 2.11 Present all Drama awards at the Honors Night.
- 2.12 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 2.13 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 2.14 Submit all state forms to the activity director in a timely fashion.
- 2.15 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 2.16 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 2.17 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 2.18 Develop and publish a Drama handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.

III. CONDITIONS OF EMPLOYMENT

- 4.1 The drama sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the activities director, principal and/or the superintendent.

IV. EVALUATION

- ~~5.1~~ The drama sponsor will be evaluated each year by the principal and/or the activities director.

I. POSITION: **MUSICAL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

2.1 The Musical Sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal. ~~secondary principal and is under the general supervision of the activities director.~~

2.2 The Musical Sponsor has authority over all students in the All School Musical and related activities.

III. JOB RESPONSIBILITIES

3.1 The Musical Sponsor shall be the Vocal Music Instructor.

3.2 Plan, organize, and conduct an All School Musical/Variety Show Production each school year.

3.3 Operate the concession stand as scheduled.

3.4 Submit an itemized financial statement following the play, listing all receipts and expenditures, to the activities director.

3.5 At the end of each school year, schedule a date for the drama/comedy with the activities director.

3.6 Schedule and conduct try-outs for all students in the Spring Musical and other contests. Establish selection process guidelines and submit a copy to the activities director.

3.7 At the beginning of the school year, submit a copy of the recommended musical selection to the principal for approval.

3.8 Establish and clearly communicate to participants the philosophy, rules, and expectations of the program (including practice attendance). These should be in written form and distributed.

3.9 Maintain a solvent music activity account.

3.10 Present all musical/variety show awards at the Honors Night.

3.11 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.

3.12 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.

3.13 Submit all state forms to the activity director in a timely fashion.

3.14 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.

3.15 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.

3.16 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.

IV. CONDITIONS OF EMPLOYMENT

4.1 The musical sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.

4.2 Assignment of this extra duty shall continue from year to year unless:

a. You request to be relieved of this duty, and your request is approved by the Superintendent.

b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5.1~~ The musical sponsor will be evaluated each year by the principal.

I. POSITION: **YEARBOOK SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

2.1 The yearbook sponsor(s) is under the direct supervision of ~~the~~the activities director and the general supervision is the secondary principal.
~~secondary principal and under the general supervision of the activities director.~~

2.2 The yearbook sponsor(s) has the authority over all yearbook activities.

III. JOB RESPONSIBILITIES

3.1 Plan, develop, and submit a budget proposal of anticipated receipts and expenditures for publishing a yearbook. Also set a fundraising schedule and budget.

3.2 Publish and distribute a yearbook each year.

3.3 Organize a yearbook staff.

3.4 Develop and submit specifications for the yearbook for bidding purposes.

3.5 Establish criteria for admitting a student into yearbook class.

3.6 Develop and submit periodic proofs of the yearbook to the principal for approval.

3.7 Arrange and schedule all pictures for the yearbook. This to include a rotational system established in conjunction with newspaper staff to take pictures at various activities.

3.8 Each year collect deposits for yearbooks for the ensuing year.

3.9 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment of the ensuing school year shall be submitted at the conclusion of the season.

3.10 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.

3.11 Operate the concession stand as scheduled.

3.12 Develop a meeting schedule for Yearbook to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

4.1 The yearbooks sponsor(s) will be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.

4.2 Assignment of this extra duty shall continue from year to year unless:

a. You request to be relieved of this duty, and your request is approved by the superintendent.

b. The assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

~~5.4~~ The yearbook sponsor(s) will be evaluated each year by the principal and/or the activities director.

I. POSITION: **FRESHMAN CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The freshman class sponsor(s) is/are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal.~~
- 2.2 The freshman class sponsor(s) has/have authority over all freshman class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring freshman class attention include:
 - a. have a balance of \$2,500 in the class treasury at the end of the freshman year. This may be accomplished through assessment of dues, fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all freshman class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Freshman Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The freshman class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **SOPHOMORE CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The sophomore class sponsors are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal~~ and are under the general direction of the superintendent.
- 2.2 The sophomore class sponsors have authority over all sophomore class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring sophomore class attention include:
 - a. have a balance of \$4,000 in the class treasury at the end of the sophomore year. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. send cards or flowers to classmates or their families when appropriate.
 - e. organize for class participation in Homecoming activities, spirit contests, etc.
 - f. select class members to be servers for the Junior-Senior Prom if needed.
 - g. select and order class rings
 - i. select site and date for prom for the following year.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all sophomore class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Sophomore Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The sophomore class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 4.1 Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **JUNIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The junior class sponsors are directly responsible to the activities director and the general supervision is the secondary principal. ~~secondary principal~~ and are under the general direction of the superintendent.
- 2.2 The junior class sponsors have authority over all junior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings and see that the meetings are conducted in an orderly fashion.
- 3.4 Items of business requiring junior class attention include:
 - a. have a balance sufficient to pay for the prom. Sponsors are discouraged from spending in excess of the projected \$3,500-\$4,000 for prom. This may be accomplished through assessment of dues, approved fund raising events, or a combination of fund raising and dues.
 - b. have a balance of \$500-800 in the class treasury at the end of the year.
 - c. organize for any approved fund raising efforts.
 - d. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - e. send cards or flowers to classmates or their families when appropriate.
 - f. organize for class participation in Homecoming activities, spirit contests, etc.
 - g. plan, organize and host the Junior-Senior Prom.
 - h. select class members to be Commencement ushers.
 - i. provide corsages and flowers for Commencement; decorate the stage for Commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Instruct and educate class officers with regards to specific duties of each officer and parliamentary procedure.
- 3.7 Be the primary supervisor for all junior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Junior Class to be given to the activities director prior to the students first day of school.

IV. CONDITION OF EMPLOYMENT

- 4.1 The junior class sponsors shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal and activities director.~~

I. POSITION: **SENIOR CLASS SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The senior class sponsors are directly responsible to the secondary principal and are under the general direction of the superintendent.
- 2.2 The senior class sponsors have authority over all senior class organization activities.

III. JOB RESPONSIBILITIES

- 3.1 Conduct an election of officers by September 15, and inform the principal of the results.
- 3.2 Work with the class officers to plan class meetings, and hold class meetings as necessary. Receive approval in advance from the principal for any class meetings which are to be held during regular school hours.
- 3.3 Supervise all class meetings; see that proper parliamentary procedures are followed and that the meeting are conducted in an orderly fashion.
- 3.4 Items of business requiring senior class attention include:
 - a. selection of class colors, class flower, and motto.
 - b. organize for any approved fund raising efforts.
 - c. organize for any class parties or dances. One social event may be held for the class, and one social event may be held for all AHS students.
 - d. designate how surplus funds are to be dispersed.
 - e. prepare and decorate facility for commencement.
- 3.5 Observe all school policies regarding fund raising events, receipting and disbursing funds, sponsoring social events, and placing dates on the calendar. Clear all of these types of items with the principal and building facilitator.
- 3.6 Assist the principal with graduation-related activities:
 - a. measuring for caps and gowns
 - b. ordering announcements
 - c. assisting at Commencement practice
 - d. assisting on Commencement day
- 3.7 Be the primary supervisor for all senior class activities; arrange for additional supervision as needed and as required by school policy and/or the principal.
- 3.8 Develop a meeting schedule for Senior Class to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The senior class sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the secondary principal and activities director.

I. POSITION: **CHEERLEADER SPONSORS**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The cheerleading sponsor's immediate supervisor is the activities director.
- 2.2 The cheerleading sponsor(s) has authority over cheerleaders and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a cheerleader handbook. The handbook would include a purpose, objective, practice rules, general rules and regulations, cheerleader selection criteria, etc.
- 3.2 Maintain a solvent cheerleader budget.
- 3.3 Plan and conduct Homecoming activities each year in conjunction with a varsity football game.
- 3.4 Operate the concession stand as scheduled.
- 3.5 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.6 Sponsor and supervise all cheerleader activities, which includes fund raising, parent night, etc.
- 3.7 Supervise cheerleaders before, during, and after practices, as well as at games. A sponsor must monitor students leaving the building after a road trip.
- 3.8 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.9 Transport in school vehicles, cheerleaders to varsity away games.
- 3.11 Establish transportation needs through the activities director.
- 3.12 Organize and monitor cheerleader selections each year.
- 3.13 Attend award banquet and present seasons awards.
- 3.14 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.15 Schedule and conduct a parents meeting to disseminate information on practice schedules, philosophy, training rules, expectations, etc. This information should be provided to cheerleaders and parents in written form via the handbook.
- 3.16 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.17 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.18 Submit state forms to the activities director in a timely fashion.
- 3.19 Submit all activity requisitions on the appropriate ~~forms~~ teforms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The cheerleader sponsor(s) shall be paid according to the negotiated agreement, paid over the twelvemonth pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 5.4 Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **DANCE SQUAD SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The dance squad sponsor's immediate supervisor is the activities director.
- 2.2 The dance squad sponsor has authority over dance squad member and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a dance squad handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, dance squad selection criteria, etc.
- 3.2 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building facilitator.
- 3.3 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely fashion.
- 3.4 Be aware that on Wednesday nights some participants may have church obligations and sponsors will make allowances.
- 3.5 Organize and monitor dance squad selections each year.
- 3.6 Attend award banquet and present season awards.
- 3.7 See that each participant has a physical examination form and parent consent form turned into the office prior to participating in practice.
- 3.8 Operate the concession stand as scheduled.
- 3.9 provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.10 Confer with students (and/or parents/guardians) who are on probation or on the D/F List in some other capacity so that improvement in academics could be realized.
- 3.11 Submit state forms to the activities director in a timely fashion.
- 3.12 Submit all activity requisitions on the appropriate forms to the activities director. Requisitions for supplies and equipment for the ensuing school year shall be submitted at the conclusion of the season.
- 3.13 Perform at selected state playoff and championship games.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The dance squad sponsor shall be paid according to the negotiated agreement, paid over a twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **NATIONAL HONOR SOCIETY SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The National Honor Society sponsor's immediate supervisor is the activities director and the general supervision is the secondary principal~~secondary principal and activities director.~~
- 2.2 The NHS sponsor has authority over NHS students and NHS activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a NHS handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Schedule and conduct NHS meetings outside the regular school day as appropriate. Elect officers each year.
- 3.3 Plan and conduct NHS induction ceremonies which are usually held in conjunction with Honors Night.
- 3.4 Maintain a solvent NHS budget.
- 3.5 Sponsor all NHS activities, fund raising events, homecoming involvement, etc.
- 3.6 Assist in planning and conducting Honor Night.
- 3.7 Operate concession stand as scheduled.
- 3.8 Develop and publish a National Honor Society handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.9 Develop a meeting schedule for National Honor Society to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The NHS sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.

- ~~5.1 secondary principal and/or activities director.~~

I. POSITION: **FBLA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FBLA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor..
- 2.2 The FBLA sponsor has authority over FBLA students and FBLA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FBLA activities.
- 3.3 Sponsor the FBLA students at the FBLA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FBLA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FBLA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or FBLA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.11 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FBLA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The F=BLA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

5-4 Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~-secondary principal.~~

2.1

II. POSITION: **SKILLS USA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The SKILLS USA sponsor's immediate supervisor is the activities director and secondary principal is the secondary ~~advisor.~~advisor.
- 2.3 The SKILLS USA sponsor has authority over SKILLS USA students and SKILLS USA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all SKILLS USA activities.
- 3.3 Sponsor the SKILLS USA students at the SKILLS USA convention and other competition, clinics, etc.
- 3.4 Plan and conduct SKILLS USA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all SKILLS USA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FBLA budget.
- 3.8 Present any awards at Honors Night and/or SKILLS USA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.12 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for SKILLS USA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The SKILLS USA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.4~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.
~~secondary principal.~~

POSITION: **FFA SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The FFA sponsor's immediate supervisor is the activities director and secondary principal is the secondary advisor.
- 2.4 The FFA sponsor has authority over FFA students and FFA activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection procedures, constitutional rules and regulations, etc.
- 3.2 Supervise all FFA activities.
- 3.3 Sponsor the FFA students at the FFA convention and other competition, clinics, etc.
- 3.4 Plan and conduct FFA meeting outside the regular school day as appropriate.
- 3.5 Schedule the building usage with the building facilitator.
- 3.6 Schedule with the activities director all FFA activities, approved fund raising events, etc.
- 3.7 Maintain a solvent FFA budget.
- 3.8 Present any awards at Honors Night and/or FFA Awards Night.
- 3.9 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.10 Submit all registrations on the appropriate forms to the activities director.
- 3.13 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.12 Develop a meeting schedule for FFA to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The FFA sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - e. you request to be relieved of this duty, and your request is approved by the superintendent;
 - f. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5-1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~-secondary principal.~~

2.1

I. POSITION: **Student Council Sponsor**

The Student Council Sponsor is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or designee

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The STUCO sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.
- 2.5 The STUCO sponsor has authority over STUCO students and STUCO activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a handbook. The handbook would include a philosophy, purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.
- 3.2 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.
- 3.3 Supervise at all meetings and activities before, during, and after school hours.
- 3.4 Update knowledge of association affairs at the state and local levels by attending various workshops and rallies, including the NASC state convention.
- 3.5 Attend meetings of the executive council and student council.
- 3.6 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.
- 3.7 Assist with all activities undertaken for the whole school by student council and also maintain contact with the principal in matters affecting the whole student body.
- 3.8 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.
- 3.9 Schedule the building usage with the building facilitator and/or the activities director.
- 3.10 Schedule with the principal all STUCO activities, approved fund raising events, etc.
- 3.11 Maintain a solvent STUCO budget.
- 3.12 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.13 Submit all registrations on the appropriate forms to the activities director.
- 3.14 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.15 Perform other related tasks/activities as assigned by the principal or designee.
- 3.16 Develop a meeting schedule for STUCO to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The STUCO sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent;
 - b. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal.

- 5.1 ~~secondary principal.~~

II. POSITION: **Middle School Leadership**

The Middle School Leadership is responsible for assisting the officers and members of student council in planning their programs and supervising their activities. This person shall report directly to the principal or assistant principal.

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Middle School Leadership sponsor's immediate supervisor is the activities director and secondary advisor is the secondary principal.
- 2.6 The Middle School Leadership sponsor has authority over Middle School Leadership students and Middle School Leadership activities.

III. JOB RESPONSIBILITIES

- 3.17 Develop and publish a handbook. The handbook would include a philosophy, ~~purpose, objectives~~purpose, objectives, selection/election procedures, constitutional rules and regulations, etc.
- 3.18 Plan and conduct executive council meeting and student council meetings outside of the school day as appropriate.
- 3.19 Supervise at all meetings and activities before, during, and after school hours.
- 3.20 Update knowledge of association affairs at the state and local levels by attending various workshops.
- 3.21 Attend meetings of the executive council and student council.
- 3.22 Act as an intermediary, interpreter, and general liaison between members of student council, administration, faculty, staff, and other student organizations.
- 3.23 Assist with all activities undertaken for the whole middle school by Middle School Leadership and also maintain contact with the principal in matters affecting the whole student body.
- 3.24 Sign all student council announcements, memoranda to the faculty, calendar requests, and financial documents, ensuring that proper procedures are followed in handling funds with the school bookkeeper, the student council treasurer, and the executive council.
- 3.25 Schedule the building usage with the building facilitator and/or the activities director.
- 3.26 Schedule with the principal all Middle School Leadership activities, approved fund raising events, etc.
- 3.27 Maintain a solvent Middle School Leadership budget.
- 3.28 Arrange transportation for activities through the principal via the submitted field trip forms.
- 3.29 Submit all registrations on the appropriate forms to the activities director.
- 3.30 Provide publicity for your organization to the Arlington Citizen and the district newsletter.
- 3.31 Perform other related tasks/activities as assigned by the principal or designee.
- 3.32 Develop a meeting schedule for Middle School Leadership to be given to the activities director prior to the students first day of school.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Middle School Leadership sponsor(s) shall be paid according to the negotiated agreement, paid over the twelve month pay period along with the regular salary.
- 4.2 Assignment of this extra duty shall continue from year to year, unless:
 - c. you request to be relieved of this duty, and your request is approved by the superintendent;
 - d. the assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

~~5.2~~—Performance of the duties in this extra duty assignment will be evaluated by the activities director and secondary principal. ~~secondary principal.~~

POSITION: **Middle School STEM**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Middle School STEM sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Middle School STEM sponsor has authority over all students on the Middle School STEM and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Middle School STEM each school year.
- 3.3 Determine meeting dates and activities for the STEM.
- 3.4 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the love of STEM and the variety of STEM opportunities.
- 3.6 Increase the understanding of STEM and what career fields are tied to STEM.
- 3.7 Promote the practice of these different fields.
- 3.8 Share selected fields of study.
- 3.9 Encourage participation in shared inquiry gained from work in these area of study.
- 3.10 You must also schedule the building with the building coordinator.
- 3.11 Develop and publish a STEM handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.12 Develop a meeting schedule for STEM to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct STEM meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Middle School STEM sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent;
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

2.1 ~~5.4~~ The Middle School STEM sponsor will be evaluated each year by the activities director and secondary principal.
~~principal and/or the activities director.~~

I. POSITION: **QUIZ BOWL SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The quiz bowl sponsor's immediate supervisor is the activities director.
- 2.2 The quiz bowl sponsor has authority over quiz bowl members and their activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a quiz bowl handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criteria.
- 3.2 Plan and organize a quiz bowl team.
- 3.3 Organize the quiz bowl team for Conference and other competitions as can be scheduled.
- 3.4 Attend Honors Night and present awards.
- 3.5 Provide publicity for your organization and participants to the Arlington Citizen and district newsletter.
- 3.6 Operate the concession stand as scheduled.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all activity requisitions on the appropriate forms to the activities director.
- 3.9 Develop and publish a Quiz Bowl handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.10 Develop a meeting schedule for Quiz Bowl to be given to the activities director prior to the students first day of school.
- 3.11 Schedule and conduct Quiz meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 2.1 The quiz bowl sponsor(s) shall be paid according to the negotiated agreement, paid over a twelve month pay period with the regular salary.
- 2.2 Assignment of this extra duty shall continue from year to year, unless:
 - a. you request to be relieved of this duty, and your request is approved by the superintendent.
 - b. the assignment is terminated upon recommendation by the principal and/or superintendent.

V. EVALUATION

- ~~5.1~~ Performance of the duties in this extra duty assignment will be evaluated by the activities director.

I. POSITION: **SPEECH SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Speech sponsor's immediate supervisor is the activities director and secondary supervisor is the secondary principal.
- 2.2 The Speech sponsor has authority over all students on the Speech Team and related activities.

III. JOB RESPONSIBILITIES

- 3.1 Develop and publish a speech handbook. The handbook would include information on philosophy, practice expectations, general rules and regulations, performance expectations, and selection criterion.
- 3.2 Plan and organize a speech team each school year.
- 3.3 Operate the concession stand as scheduled.
- 3.4 Maintain a solvent Speech Activity Account.
- 3.5 Present all Speech awards at the Honors Night.
- 3.6 Provide publicity for your organization and participants to the Arlington Citizen and the district newsletter.
- 3.7 Confer with students (and/or parents/guardians) who are on probation or on the D/F list in some other capacity so that improvement in academics could be realized.
- 3.8 Submit all state forms in a timely fashion.
- 3.9 Submit all activity requisitions on the appropriate forms to the activity director. Requisitions for supplies and equipment for the ensuing year shall be submitted at the conclusion of the season.
- 3.10 Organize, conduct, and supervise practices throughout the season. Obtain approval from the activities director to cancel a practice session or to schedule a practice on the weekend. You must also schedule the building with the building coordinator.
- 3.11 See that participants do not loiter around the building or in the halls immediately after school or after practice and that they are released from practices in a timely manner, keeping in mind that on Wednesday nights, some participants may have church obligations and sponsors will make allowances.
- 3.12 Develop a meeting schedule for Speech to be given to the activities director prior to the students first day of school.
- 3.13 Schedule and conduct Speech meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Speech sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - a. You request to be relieved of this duty, and your request is approved by the superintendent.
 - b. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

The Speech Sponsor will be evaluated each year by the activities director and secondary principal.

~~5.1 — principal and/or the activities director.~~

I. POSITION: **Art CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Art Club sponsor's immediate supervisor is the secondary principal and the general supervision of the activities director.
- 2.2 The Art Club sponsor has authority over all students on the Art Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Art Club each school year.
- 3.5 Determine meeting dates and activities for the Art Club.
- 3.6 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the love of art and the variety of art genres.
- 3.6 Increase the understanding of genres.
- 3.7 Promote the practice of these different genres
- 3.14 Share selected genres
- 3.15 Encourage participation in shared inquiry gained from work in these genres.
- 3.16 You must also schedule the building with the building coordinator.
- 3.17 Develop and publish an Art Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.18 Develop a meeting schedule for Art Club to be given to the activities director prior to the students first day of school.
- 3.19 Schedule and conduct Art Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Art Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
 - c. You request to be relieved of this duty, and your request is approved by the superintendent;
 - d. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- 2.1 ~~5.1~~ The Art Club sponsor will be evaluated each year by the activities director and secondary principal. ~~principal and/or the activities director.~~

I. POSITION: **BOOK CLUB SPONSOR**

II. RESPONSIBILITY AND AUTHORITY

- 2.1 The Book Club sponsor's immediate supervisor is the activities director and secondary principal. ~~secondary principal and the general supervision of the activities director.~~
- ~~2.2~~ 2.2 The Book Club sponsor has authority over all students on the Book Club and related activities.

III. JOB RESPONSIBILITIES

- 3.2 Plan and organize a Book Club each school year.
- 3.7 Determine meeting dates and activities for the Book Club.
- 3.8 Organize, conduct, and supervise meetings throughout the season.
- 3.4 Supervise the selection of materials to be read and/or presented.
- 3.5 Promote the reading of a variety of literary styles and genres.
- 3.6 Increase the understanding of the literary merits of books.
- 3.7 Promote the writing of book reviews as books are provided by publishers.
- 3.20 Share selected and recommended readings.
- 3.21 Encourage participation in shared inquiry gained from the readings.
- 3.22 Facilitate the writing school improvements goals.
- 3.23 You must also schedule the building with the building coordinator.
- 3.24 Develop and publish a Book Club handbook. The handbook would include information on philosophy, practice schedules, practice rules, general rules and regulations, expectations, selection criteria, etc.
- 3.25 Develop a meeting schedule for Book Club to be given to the activities director prior to the students first day of school.
- 3.26 Schedule and conduct Book Club meetings outside the regular school day as appropriate.

IV. CONDITIONS OF EMPLOYMENT

- 4.1 The Book Club sponsor will be paid according to the negotiated agreement, paid over the twelve month pay period along with the salary.
- 4.2 Assignment of this extra duty shall continue from year to year unless:
- e. You request to be relieved of this duty, and your request is approved by the superintendent;
- f. The assignment is terminated upon recommendation by the principal and/or the superintendent.

V. EVALUATION

- ~~5.1~~ 5.1 The Book Club sponsor will be evaluated each year by the activities director and secondary principal ~~principal and/or the activities director.~~

MONEY COLLECTION PROCEDURE

1. A sponsor may request a temporary cash box from the bookkeeper. The cash box is kept with the admission/concession money.
2. If a fundraiser is done in conjunction with a regular activity event, the sponsor counts the proceeds, and the moneybag is taken to the bank with the admissions and concession money.
3. If the fundraiser is done as a separate event, the supervisor will collect and maintain all monies until the final deposit. These monies should be locked up in the superintendent's office on a daily basis. The final deposit is made with the High School secretary.
4. The High School secretary counts and receipts the money that day.

PRACTICE GUIDELINES

1. On Wednesday coaches/sponsors are expected to make allowances for church related activities.
2. Two-a-day practices will be permitted for fall sports until the first day students return to school.
3. After school begins, you must obtain the activities director's approval to conduct a practice session on a day when school is not in session; this includes vacation days, weekends, bad weather days, etc.
4. The stage area is off-limits for conducting any type of practice with the exception of drama and limited others as arranged with the activities director.
5. Weight training programs, lifting times, and duration will be established by the weight training coordinator in cooperation with the coaching staff and activities director.
6. Only the head coach and/or assistant coach should get ice from the kitchen - make sure the door is locked when leaving. The ice room is to be used for all sports-related needs when at all possible.
7. If you practice when there is nobody else in the building, make sure you turn off the lights and check to see that the security system is armed.
8. As a general rule, when school is not held for weather-related reasons, practices or games will not be held either.

SUMMER CAMPS

Summer camps or others that assess a fee for participation and have any type of affiliation with Arlington Public Schools will be subject to the approval of the activities director. All coaches/sponsors who wish to host a youth, junior high, or senior high age camp or clinic should submit a proposal for approval to the activities department by April 1. Proposals must include the following: description of the camp/clinic, goals and objectives, age/skill level, participant fees, coaching and clinician wages, timeline, itemized income and expense sheet (include receipts for all expenditures).

ACADEMIC ELIGIBILITY

Student (grades 9-12) are subject to eligibility rules established by the NSAA: "to be eligible a student shall have earned 20 semester hours of school work for the immediate preceding semester." In addition, all students at Arlington Junior-Senior High must maintain passing grades to be eligible to participate in co-curricular activities. This is determined on a weekly basis. Following are the academic eligibility guidelines:

1. A student who is reported failing one class will have a one-week probationary period to revise the course grade to a passing mark. If after the one-week probationary period the student is still failing the class, he/she will be ruled ineligible for participation in all extracurricular activities. The suspension period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes (**Ineligibility periods run from Tuesday through Monday**).
2. A student who is reported failing two or more classes will be immediately ruled academically ineligible for participation in all co-curricular activities. The eligibility period will be until the first Tuesday it is determined the student is receiving a passing grade in all classes (**Ineligibility periods run from Tuesday through Monday**).
3. A student ruled academically ineligible is still required to practice during the suspension period.

4. Dressing for participation, riding the bus and other specifics are up to the coach/supervisor. Ineligible students will not be excused from classes to attend an activity held during the school day.
5. Teachers who submit names to the ineligibility list will be responsible for **contacting parents** about the student's status. Parents and staff should work together to develop a plan for student improvement.

ATTENDANCE

The student must be in attendance **for a full day prior** to the scheduled event in which the student is a participant, unless approved by the school administration. Attendance at school following a late night activity is required as well. Students must be in attendance periods 6, 7, and 8 to participate in practice unless the Principal or Activities Director gives special permission.

PRACTICE ATTENDANCE

Practice is required if the student is in attendance at school unless excused by the coach or sponsor. Violators may be subject to penalties, which may include suspension from competition. This does not apply to students who are suspended from school for disciplinary measures. Those students may not practice or attend activities at home or away during a suspension for disciplinary reasons.

ACTIVITY ABSENCES

Any time a participant will miss part or all of his/her classes due to an "activity absence", they are responsible for meeting with all of their teachers prior to their departure and making arrangements for assignments to be handed in and material that will be missed.

ATHLETIC INJURIES AND THEIR TREATMENT

Any student who is injured should notify the head coach immediately. The coach should assess the seriousness of the injury and render preliminary treatment. If a student is held out of practice/competition by a doctor, due to an injury, concussion or serious illness, the **student will not be allowed to participate until a release from the doctor and parent has been received** by the coach.

TRAINING SERVICES

Providing adequate training services for Arlington Public Schools is a priority. It is the goal of the athletic department to obtain coverage that will include physical exams, six days a week Sports Injury Clinic, one to two days a week on site injury clinic, and full coverage at a select number of events throughout the school year.

SCHOLAR ATHLETE AWARDS

Students who earn a varsity letter in their sport plus achieve Honor Roll (with distinction) or Honor Roll status for a quarter or semester in which their sport is in season, will be honored as a scholar athlete.

BOOSTER CLUB

All requests made to the Booster Club need to be requested, **in writing with proposal amounts listed, through the activities director.** Requests to the Booster Club, not made through the AD, will not be honored.

[An Athletic Booster Club exists to support the athletic programs and build community spirit in Arlington. AHS administration and board of education encourage the coaches to consider making requests to the Booster club from time to time.](#)

AHS Coaches and Sponsors are required to inform and/or receive the written approval (paper or digital) of the Activities Director prior to making requests to the Booster Club for gear/equipment that will be school property. Requests made without informing and/or obtaining approval will not be accepted by the District. Requests made by the Activities Director on behalf of all athletic programs will be communicated to the Principal and/or Superintendent.

An agreed-upon form that is accessible to both representatives from AHS and the Booster Club will be utilized to make and/or approve requests, in order to ensure transparency and improve overall communication.

Coaches are encouraged, but not required, to attend Booster Club meetings when their requests are being considered for approval.

FUNDRAISING

All fundraising requests/activities MUST be approved by the administration. No exceptions!

TEAM PURCHASES

Coaches should not require any team purchase (i.e. team shoes). Stemming from LB 1172, the Arlington student fee policy prohibits coaches from requiring any athletes to make any team purchases.

ATHLETIC PARTICIPATION PHILOSOPHY

Following are the participation guidelines coaches are expected to implement in each of their respective programs.

Junior High (7th & 8th Grades)

The emphasis at the junior high level in all sports is participation as well as sportsmanship, developing a positive competitive spirit, self-pride, team pride, etc. No student is cut from a squad nor shall a coach encourage a student to quit the team due to lack of ability.

Every participant shall play in every game if he/she has attended practices faithfully and met other criteria for participation. A 5th quarter or a three game format may be used to give everyone some actual game experience; however, it should be conducted in a planned and organized manner.

Heavy emphasis is to be placed on the teaching of fundamentals.

Reserve (9th Grade)

Emphasis remains on participation and the development of fundamentals and techniques. Every freshman shall play in every freshman game if he/she has attended practices faithfully and met other criteria for participation.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

In basketball and volleyball, no freshman shall participate at both the freshman and varsity level during the same week, unless numbers are inadequate and special permission is granted by the activities director.

In football, freshmen may be used for varsity football contests; however, if any freshmen suit up for a varsity game, all freshmen shall suit up.

Junior Varsity

At the J.V. level, playing time is given to players with apparent potential for future varsity contributions. However, playing time should be given to as many players as possible in order to give the late developers a chance to emerge. Emphasis on fundamentals and techniques is stressed.

No student is cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability.

All J.V. members shall suit up for each J.V. contest. Traditional seniors may participate on J.V. squad only if numbers or circumstances necessitate the need. Approval must be granted by the Activities Director.

Varsity

We are striving to build strong, competitive athletic teams---teams in which the players, parents, and community can be proud. Participation is not assured squad members at this level; ability to perform is the primary determinant. However, coaches are encouraged to substitute when it is apparent the game is either won or lost.

No student shall be cut from a squad nor shall a coach encourage a student to quit the team due to a lack of ability. However, each athlete must earn the right to suit up for varsity basketball and volleyball contests, where there are a fixed number of varsity positions allowed. Seniors who do not make the top team are entitled to remain out for practices and have the opportunity to earn a position with the top team.

Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

This law applies to schools that participate in interstate competition (such as crossing state lines to compete, practice or for camps). Employees, including coaches, of a school that participates in interstate competition must report suspected child abuse, including sexual abuse, as soon as possible. "As soon as possible" is defined as "within a 24-hour period." The penalties for failing to comply with this law are very severe.

LETTERING REQUIREMENTS

Football



18 Point Eagle Football Lettering System

Lettering in a sport is recognition of the athlete's *preparation*, *practice*, and *performance*. The Eagle Football lettering system recognizes and rewards an athlete's hard work and commitment prior to the season during the summer strength and conditioning program as well as during the season in practice and on varsity game nights. To reflect the athlete's dedication and to reward their performance as an Arlington Eagle football athlete, members of the football team have an opportunity to earn points toward a varsity letter. Athletes must earn **18** points to earn a varsity letter and may accumulate those points according to the point system and guidelines listed below.

- 3 points – Perfect weight room attendance
- 3 points – Perfect SAC attendance
- 2 points – Perfect conditioning attendance
- 2 points – Awarded by fellow teammates as *Scout Player of the Year*
- 2 points – Minimum weight room attendance
- 2 points – Minimum SAC attendance
- 1 point – For each half of a varsity contest in which the athlete recorded playing time

The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the football team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

Non-player members of the football program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Volleyball

"Prior preparation prevents poor performance." This quote represents lettering requirements for

volleyball, because it shows the preparation the athlete makes in the summer, practice during the season, and performance for successful varsity competition. Volleyball players have an opportunity to work toward a varsity letter through the point system listed below. A player must accumulate 30 points to earn a varsity letter.

- 5 points Completing the expected 16 strength and conditioning workouts as well as the pre- and post- tests
- 5 points 50 activity hours for the summer
- 1 point For each open gym and/or conditioning session throughout the summer
- 1 point For each game of varsity match competition

The coaching staff has the discretion of lettering an athlete based upon attitude, work ethic, and contribution to the program in a positive way. Athletes may also earn a letter as a member of the varsity squad if an injury prevents her from completing the season, as long as she is in good standing with the program and continues to participate as a member of the team as best as she is able.

Full-time student assistants may earn a varsity letter.

Dismissal from the team or voluntarily leaving the team will prevent an athlete from earning a varsity letter.

Boys and Girls' Golf

- A. Demonstrate golf skills/course etiquette/rules knowledge
- B. Attitude/Effort/Enthusiasm/Commitment
- C. Score in the top 15 at an invitational/tournament or
 Score in the top 3 twice during duals or triangulars
- D. Receive a medal at an invitational
- E. Be in at least 50% of the varsity golf meets

Track

Under the guidelines of the Arlington Track Program, an athlete can earn a letter when he/she scores in a major meet.

Score – Place in an individual or relay event.

Major meet – A meet in which there are at least five teams competing. This does not include relay meets.

*The coaching staff may nominate athletes they believe should earn a letter based on their work ethic, program support, and positive contribution to the track team. The coaching staff will discuss the nomination to determine if the athlete meets the criteria. While these nominations are rare, the coaching staff reserves the right to make such nominations.

*Any athlete dismissed from the team is not eligible to receive a letter.

Boys' and Girls' Basketball

A varsity basketball player will earn a letter if he plays at least two quarters in 60% of the total games played. For example, if there are 20 total games played in a season and a player has played at least two quarters in 12 of those games, he would receive a letter.

The coaching staff reserves the right to award a varsity player a letter, whom they feel is deserving, even if that player did not reach the "quarters played" criteria mentioned above.

Non-player members of the basketball program may earn a varsity letter as a full-time team manager.

Any basketball player who is dismissed from the team or leaves the team voluntarily is not eligible to receive a varsity letter.

Softball

To receive a letter in softball, an athlete must earn a minimum of 15 points.

- * 5 points = Perfect summer strength and conditioning attendance.
- * 4 points = Complete 75% of optional summer speed development sessions.
- * 3 points = Minimum summer strength and conditioning attendance.
- * 2 points = Attend Eagles summer softball camp and help with youth summer camp
- * 1 point = For each varsity game participated in

Failure to comply with Arlington High School, NSAA, or team rules and regulations will result in a deduction or total loss of points based on offense.

The coaching staff reserves the right to award an athletic letter to a participant based on their dedication, attitude, work ethic, and contributions.

Non-player members of the softball program may earn a varsity letter as a full-time team manager.

Any athlete dismissed from the team or leaves the team voluntarily is not eligible to receive a letter.

Cross Country

Athletes will need 20 points to receive a letter upon successful completion of the season.

- 1 point per week with 100% effort
- 1 point per meet when placing higher than any previous meet or significant time improvement (1st meet sets the standard)
- 5 points for placing in the top 10
- 3 points for placing 11-20
- 1 point for placing 21-30
- 3 points for team placing in the top 1-2-3 (all competing varsity athletes will receive points)
- 2 points for team placing in the top 4-5 (all competing varsity athletes will receive points)
- 2 points for any disciplinary actions (per infraction)
- 3 points for qualifying for state
- 1 point for each road race competed prior to the season
- Coaches discretion

Wrestling

Lettering Criteria

1. Score 40 points during the season at the varsity level.
 - 1 point for varsity loss
 - 2 points for varsity win
 - 1 point for each summer open gym session or team camp attended.

Dance & Cheer

- A. Letters will be awarded at the Spring Athletic Banquet to those members of the dance or cheer squad who have met the following criteria:
1. The member must maintain a positive attitude throughout the year.
 2. The member must have followed the Arlington High School Code of Conduct as specified in the Student Handbook.
 3. The member may not letter if they have been dismissed from the squad.
 4. The member must maintain a 2.5 GPA
 5. The member must have attended and participated in **all** of the events that have been deemed mandatory throughout the year. This includes practices, games, fund-raisers, meetings, and other events.
 6. The member must be dependable and willing to work.
 7. The member must be a true team player who promotes open and honest relationships within the squad.
 8. The member must represent Arlington High School as a positive role model.

The sponsors will determine the letter winners according to the above criteria.

Arlington High School Competitive Speech Team Lettering Policy:

All students who compete for Arlington High School's competitive speech team will receive a certificate of participation. In order for a competitor to be considered for a letter, he/she must earn at least 150 points throughout the season. Points may be earned in the following ways:

1. 10 points for attending each mandatory practice (usually on Thursday evenings before Saturday meets).
2. 10 points for "practicing" in another class. (Must be scheduled.)
2. 10 points for competing in each meet.
3. Scoring individual varsity competition points:
 - 10 pts. for 6th place
 - 15 pts. for 5th place
 - 20 pts. for 4th place
 - 25 pts. for 3rd place
 - 30 pts. for 2nd place
 - 40 pts. for 1st place
4. Students participating in group events will earn competition points divisible by the number of students in his/her group (2 for duet acting, 3-5 for OID).

All competitors wishing to receive an award for speech must have no unexcused absences and must represent Arlington High School with integrity for the duration of the season.

The coach(es) may nominate participants for a letter based on work ethic, program support, and/or positive contribution to the speech team. While these nominations are rare, the coach reserves the right to make such nominations.

STATE TOURNAMENT ATTENDANCE

Attendance by coaches at Nebraska state sponsored tournaments in each sport will be governed by the administration of the Arlington Public Schools in the following manner:

- 1) Such attendance shall be considered an example of personal or professional leave.
- 2) On school days, attendance shall be permitted with the approval of the building principal.
- 3) Head coaches are granted 2 days and assistant coaches are granted one 1 day of professional leave to attend the state tournament during their sport. One additional day of personal leave may be granted to attend the state tournament during their sport.

Head Coaches & Varsity Assistants

Professional leave may be granted (Policy 4157.3) for coaching clinics.

Personal leave may also be used for such events. Two with pay, one without pay.
(Policy 4152.2)

Reimbursement, expenses covered

- (1) Professional leave: \$20/day (Regular school days) \$30/day (Non-student days--does not apply to Saturday and/or vacation days.)
- (2) Clinics: expenses may be allowed from that coach's athletic account, subject to approval by the activities director. Maximum \$200.00
- (3) **Personal leave: no expenses allowed.**
- (4) State tournaments: *no expenses allowed from athletic budget.*
- (5) Coaches Association dues may be paid out of the athletic accounts if needed.
- (6) Meals while a team or team members are participating at a state event: \$5 – breakfast; \$7 – lunch; \$9 – dinner (Full days are \$21) ***This is only if a team qualifies.** In individual events, the activities director will make a determination on numbers of coaches to be included.

RISK MANAGEMENT

As a superintendent, principal, or activities director, you are accountable for the activity program and student welfare. Until the 1990's, administrators were named less frequently as defendants in negligence litigation. Recent judicial decisions indicate the courts are holding building and program administrators liable for failure of their staff to conform to rules and regulations, unsafe facilities and equipment, improper supervision and instruction, and due process. In sports activities, the safest programs will never avoid all accidents and injuries. However, school personnel can reduce the risk by not taking "short-cuts", identifying and eliminating unsafe hazards, and making safety a priority. The following information is provided to encourage the management of risk on an ongoing basis. The guidelines are not all-inclusive and are not legal advice. Consult your school attorney and liability insurance carrier to determine the best plan for your situation.

I. WARNING:

- A. The "failure to warn" is one of the most significant allegations in sports' injury litigation.
- B. To adhere to the "duty to warn", personnel working with students and spectators must advise these individuals by some method of the risk of potential injury. This should be done in order that participants, parents, and individuals attending an event or using school's equipment or facilities have an opportunity to understand and weigh the potential risk in advance.
- C. **Parental Consent Form:** Be sure all participants in your activity programs and their parent(s) sign the parental consent form provided by your school before practice of any nature. The form has a warning statement which must be signed by the participant and parent(s).
- D. When teaching various techniques in their respective sports, coaches should warn the

- participants of possible consequences if the techniques are not properly executed.
- E. When hosting events where spectators are present, the public address announcer should warn of the dangers of standing or sitting in restricted areas or near the sidelines, going onto the playing surface, jumping on bleachers, etc. Be sure to have any restricted areas clearly marked.
 - F. Locker room supervision is a must.
 - G. On trips, particularly if staying overnight, develop a definite procedure for supervision.
 - H. Be reasonably certain that a student is physically capable of performing a skill or technique before placing him/her in a situation where an injury may occur if the skill or technique is improperly executed.
 - I. In contact sports, use caution in matching one competitor against another. Do not permit individuals who are not members of the team to participate.

II. **FACILITIES AND EQUIPMENT:**

- A. Inspect facilities and equipment on a regular basis and document when the inspection was made, unsafe condition found, and action taken.
- B. If equipment needs repairs, make the necessary repairs or don't use the equipment. Don't continue to permit the continual use of unsafe facilities hoping that an accident does not occur.
- C. Equipment and facilities, for example pole vault landing pads, high jump landing pads, discus cage, landing pits in long jump and triple jump, etc., should meet the specifications required by rules.
- D. The following are equipment and facilities which should be inspected periodically:
 1. Bleachers-hand rails, sides and top, identify walkways, loose or defective boards.
 2. Playing Fields-exposed sprinkler heads, uncovered drains, holes or depressions, rocks or glass, out-of-bounds areas clear of hazards.
 3. Weight Rooms-frayed cables, check pulleys, chains, and sprockets on all exercise equipment. Adequate space between stations. Floors should be sanitary and free of moisture.
 4. Playing Court/Mat Surfaces-any loose equipment or hazards a safe distance from playing area, area is clean and free of moisture.
 5. Track and Field-surfaces of runways and track, landing pads, standards for high jump and pole vault, discus cage, shot and discus ring surfaces, competitive areas clear of obstructions.

III. **MEDICAL:**

- A. Every participant in an athletic activity should have had a physical examination. This exam must take place after May 1 (prior to upcoming school year) and before first practice session or game is allowed.
- B. Although it is not possible to have trained medical personnel present for all practices and contest, a procedure should be developed for medical emergencies. Coaches and sponsors should be assigned definite tasks to perform during an emergency.
- C. Coaches or sponsors should be certified in CPR and first aid.
- D. Caution should be used in permitting an injured athlete to re-enter a contest. If a player sustained an injury which required medical attention and was required to miss practices or contests because of the injury, he/she should not be permitted to resume practice without clearance from medical personnel.
- E. Adopt a procedure for the care of an athlete who sustains a cut or an injury which causes bleeding. Have a procedure and personnel designated to clean blood and other body fluids from the playing surface in an appropriate manner.

IV. **TRAVEL:**

- A. When possible, use school or chartered vehicles to transport students participating in activities. Students are to travel with the team or organization to all events and will be allowed to leave an event apart from the team or organization under the following conditions:
 - 1) The student and his/her parents have contacted the coach/sponsor requesting permission for special travel arrangements. NOTE: Coaches/sponsors may deny student/parent request, if they wish the student remain with the team or organization.
 - 2) If permission is granted, the student will only be released to HIS/HER PARENTS, unless approved by the administration.
- B. The Catastrophic Injury Insurance requires that in order to have coverage while traveling to or from a contest, or to or from practice the students must be transported in a school designated vehicle driven by an adult licensed driver.
- C. Students should not be permitted to drive their own vehicles on school sponsored trips without prior approval from administration.
- D. If non-school vehicles are used to transport students, know the qualifications of the driver, be certain he/she is licensed, and there is adequate insurance on the vehicle. A certificate of insurance from the owner of the vehicle is recommended. If using non-school vehicles or renting or leasing vehicles, check the school's liability policy to determine if there is coverage for non-owned or hired vehicles.
- E. During the summer, the individual team or organization is required to pay for gas if you use a school vehicle.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsor should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

V. **ADMINISTRATION:**

Follow the developed program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, as designated by the NSAA and the Capitol Conference, at all events.

Provide appropriate supervisory personnel for each interscholastic event.

Support participants, coaches and fans that teach and display good sportsmanship.

Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.

VI. **COACHES:**

Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.

Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.

Treat opposing coaches, participants, and fans with respect. Shake hands with officials, communicate with opposing coach in public, find complimentary things to say to opposing players afterwards.

Develop and enforce penalties for participants who do not abide by sportsmanship standards.

VII. PLAYERS:

Treat opponents with respect; shake hands prior to and after contests.

Respect judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.

Cooperate with officials, coaches, and fellow participants to conduct a fair contest.

Accept seriously the responsibility and privilege of representing school and community; display positive actions publicly at all times.

Live up to the standard of sportsmanship established by your school.

VIII. CHEERLEADERS:

Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing all demeaning opponents.

Treat opposing spirit groups and fans with respect.

Recognize outstanding performances on either side of the playing field or court.

Know rules and strategies of the contest in order to cheer at proper times.

Maintain enthusiasm and composure, serving as a role model.

IX. PARENTS & SPECTATORS:

Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to be cynical and/or abusive during contests.

Respect decisions made by contest officials.

Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

Respect other fans, coaches, and participants; from your school and others in the competition.

Be FAN-tastic, **not** a FAN-atic.

X. KEYS TO SUPERIOR HIGH SCHOOL COACHING: (by Harvey Greer)

Having watched and supervised hundreds of high school coaches over the past 30 years. I have often wondered exactly what it is that enables some coaches to be so successful year after year.

I have always realized, of course, that the consistently successful programs have certain hard-core essentials in place: outstanding personnel, solid technical teaching, and outstanding organization.

But I have also realized that outstanding coaching involves something more - the special traits, beliefs, and work habits of the individual coach.

Several years ago, I decided to see whether I could pinpoint these special qualities and philosophies. My first step was to contact most of the state athletic activities associations and ask them to identify the coaches who had consistently demonstrated a high level of skill over the year. The associations proved extremely cooperative, and I was able to send a lengthy essay-type questionnaire to 110 coaches throughout the country. Sixty-six of them returned the survey, and their answers were everything I had hoped for.

Following are the special traits/beliefs/actions that most of them consider to be of major importance in coaching:

1. Make a constant effort to communicate your expectations to every player and to make each understand his role in the team structure. Also make a strong effort to communicate your expectations to the players' parents.
2. Constantly work on preparing the athletes mentally for competition. Teach them what to think and how to think. Remember that mental preparation is just as important as physical preparation.
3. Constantly simulate game conditions in your practice situations. Do not waste time on drills that are not performance-enhancing to the specific sport. Also concentrate on doing the drills correctly and being time-management oriented. Long practices are not the answer. Well-organized and well-focused practices should be the rule.
4. Involve your players in the team goal-setting process. Work on these goals almost every day and develop them as far in advance as possible.
5. Invest a significant amount of time in interviewing your athletes. Learn as much as you can about them. Realize that each has to be motivated differently and that you have to determine how to do this most effectively.
6. Forge a positive/caring spirit among players; a kind "family" feeling. Develop the sort of activities that will help bond the athletes and coaches. These may vary from going to a movie together to camping trips, retreats, dinners, etc.
7. Emphasize attitude and effort, rather than winning. Reward effort before performance.
8. Devise programs that emphasize fun and laughter.
9. Get your team to approach competition with the attitude that they can win and should expect to win, rather than with the attitude of trying not to lose.
10. Keep everything in the program simple, with emphasis on the development of basic skills and attention to detail. Credo: "Details make champions."
11. Make positive reinforcement a top priority in the program. Try to say something positive to every athlete every day. Whenever something is performed correctly, reinforce the effort immediately. If you say something negative, immediately follow with a positive statement.

12. Clearly identify the core values that you teach every day - values such as effort, attitude, honesty, respect for teammates, sportsmanship, etc. Try to make these values a tradition of the program.
13. Put your athletes in better physical condition than the opponents, and convince them of it.
14. Teach rhetorically, visually, and kinesthetically.
15. Continually challenge both the athletes and yourself to leave your "comfort zones" and strive to reach new levels of achievement. Encourage the athletes to be risk-takers.
16. Care for the athletes as individuals and stay interested in their total life. Openly express your love for both the sport and the athletes. Encourage the athletes to come back and see you after graduation and to support the program. "Our association is for a lifetime."
17. Have a minimum of team rules, but definitely enforce whatever rules you have. Clearly express your expectations of the athletes both in the sport and away from it.
18. Encourage all your athletes to participate in other sports. The competitive experience will help them improve in every sport.
19. Communicate regularly with the team captains. Teach leadership skills. Develop player leadership in the off-season.
20. Sponsor and encourage participation in the off-season strength program.
21. Take the members of your staff to several clinics on your sport. (Hire the kind of assistant coaches who will stay with the program and always be loyal to it.)
22. Make use of visualization.
23. Create situations that will attract parents to the program and then make them want to support it.

SUMMARY:

It is apparent that all of these excellent coaches believe that every successful program must be predicated upon four fundamental tenets:

1. Developing a family atmosphere that bonds the athletes and enables them to work toward common goals.
2. Creating positive reinforcement.
3. Encouraging athletes to participate in other sports.
4. Having high expectations and helping the athletes achieve them.

These are the cornerstones of a great program. Now add all the other traits/actions and you will achieve your ultimate goals.

CO-CURRICULAR ACTIVITIES CODE

Co-Curricular activities are extensions of Arlington Public School District's curriculum and the students' academic experience and are privileges afforded to the students during their educational experience. The District believes students participating in co-curricular activities should be a positive representative for themselves, their families, their school and community. This District, along with the NSAA, believes that alcohol, tobacco, and illegal substances have no place in a student's life at any time and more so during the time the student is participating in a co-curricular activity. *This includes all dances or activities that are sponsored by the school. **Regardless of being of age, tobacco is not permitted if you desire being a part of the school's co-curricular activities.***

It is the duty of all coaches and sponsors of the Arlington Public Schools system to enforce the Arlington Junior/Senior High School Activities Code, in addition to regulations set forth by the Nebraska State Activities Association. They (coaches/sponsors) may establish and enforce other rules for their activities, which must not conflict with NSAA or district guidelines and must be approved by the administration.

All students in grades 7-12 are subject to these guidelines throughout the school year from the first Monday in August to the last day of competition or the last day of school (whichever is later.) Deviations may occur with non-athletic activities due to lack of a defined season and/or the activity being class-based. The Arlington Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

STANDARDS OF CONDUCT

A. GENERAL CONDUCT

Any conduct harmful to the image of the Arlington Activities Program merits immediate discipline from the coach/sponsor and activities director. Examples of poor conduct include, but are not limited to, skipping practice, poor citizenship, poor sportsmanship, illegal acts, violent behavior and other such conduct. Sanctions for poor conduct will be determined by the coach/sponsor/Activities Director and approved by the building principal. Some conduct may be serious enough to merit suspension, forfeiture of varsity letter and award nomination eligibility as well as dismissal from the team.

B. TOBACCO

Any student determined to be engaged in the possession or use of tobacco, tobacco products or look-alike tobacco products will be held accountable to the following:

First offense: Two week suspension from participating in all co-curricular activities, events, dances and/or contests. This can be reduced to a one week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Second offense: Five week suspension from participation in all co-curricular activities, events, dances, and/or contests. This can be reduced to a three week suspension if a tobacco evaluation of the student is completed and verified by school officials at the student's expense. Student would still attend practices and meetings.

Third offense: Suspension from participating in all co-curricular activities, events, dances, and/or contests for the remainder of the school year.

C. DRUGS AND ALCOHOL

Any student determined to be engaged in the possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia. (In this instance possession will be more liberally interpreted to include attendance at gatherings in which others are engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia and/or proximity to others engaged in the unlawful possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances and/or drug paraphernalia (example being in a vehicle.) A student will be found in violation of this part of the code if reports by legal authorities verify a violation, if a student self-reports a violation, and/or if school district employee witnesses and reports a violation. Parents and participants will sign a release of information from law enforcement and county court prior to being allowed to participate in Arlington Public Schools' co-curricular activities.

First Offense:

Situation 1: Five-week suspension from participating in all co-curricular activities, events, and/or contests.

Situation 2: Three-week suspension from participating in all co-curricular activities, events, and/or contests for a student that can provide proof of non-consumption through valid test(s) administered by a law enforcement official at the scene.

Self Report (1st Offense Only): Anyone that self-reports will receive a two-week reduction in their suspension period for being honest and taking responsibility for their actions. The self-report must happen in a timely manner in which the student reports prior to the administration starting their formal investigation.

Second Offense:

A second violation of our Activity Code is considered serious and results in a suspension from participating in all co-curricular activities, events, and/or contests **for the remainder of the school year.**

POLICY ENFORCEMENT

Consequences and/or sanctions will be administered as soon as the activities director, principal, or other designee has determined, through a formal investigation, that an activity code violation has occurred. If an alleged violation of the activity code of conduct occurs the procedures for handling the situation are the same as those governing a short-term suspension which can be found in handbook information sent to parents/guardians at the beginning of the year. The student shall have the right to appeal the decision of the Activities Director to the Violations Board. The Violations Board shall consist of the sponsor/head coach, one other head coach/sponsor, and a district administrator or a designee of any one or more. If the student or his/her parents request a hearing before the Violations Board, the hearing will be conducted in an informal conference setting as soon as possible. No further hearing will be provided. After hearing all sides, the violations board will render a final decision within 5 school days. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the Superintendent, Junior-Senior High Principal or the Activities Director.

2023-2024 Activites Sponsors

2023-2024 Coaches

<u>Activities Director</u>	<u>James Shada</u>	47	<u>Head Football</u>	<u>Colter Mattson</u>
			<u>Asst. Football</u>	<u>Luke Hoelsing</u>
<u>Head Cheerleading</u>	<u>Alli Miller</u>		<u>Asst. Football</u>	<u>Connor Eurek</u>
<u>Asst. Cheerleading</u>	<u>Shawna Tierney</u>		<u>Asst. Football</u>	<u>Layne Laaker</u>
-	-		<u>Asst. Football</u>	<u>Troy Schleuter</u>
<u>Art Club</u>	<u>Erin Schaapveld</u>		<u>MS Football</u>	<u>Jake Eckhardt</u>

OCCUPATIONAL THERAPY CONTRACT

This OCCUPATIONAL THERAPY CONTRACT (herein referred to as "Agreement") is made and entered into effective as of 8/1/2023 by and between Arlington Public School and Blue Door Pediatric Therapy, P.C.

WHEREAS the School desires to contract with Blue Door Pediatric Therapy, P.C. to provide Occupational Therapy services for the 2023 – 2024 school year; and

WHEREAS Blue Door Pediatric Therapy, P.C. has agreed to perform these services for the School under the terms and conditions set forth in this Agreement,

THEREFORE, in consideration of the mutual promises set forth in this Agreement, it is hereby agreed between the School and Richard Hagen Educational Therapy Professionals as follows:

- I. Blue Door Pediatric Therapy, P.C. PROFESSIONALS WILL:
 - Perform Occupational Therapy Services in accordance with the Individual Education Program (IEP) for each individual student and/or for students not on an IEP who have been specifically referred to Blue Door Pediatric Therapy, P.C. Professionals for services under the terms of this Agreement by Arlington Public School (each a "Student" and collectively the "Students")
 - Provide the following services through the assigned Occupational Therapist and/or Certified Occupational Therapy Assistant:
 1. Evaluate each Student and provide evaluation results and intervention recommendations;
 2. Set up appropriate treatment plans and collaborate on goals and progress benchmarks for each Student;
 3. Formulate and provide methods of intervention to be used for each Student;
 4. Provide therapy services which may include
 - direct Student intervention,
 - teletherapy Student intervention,
 - monthly Student supervision by the OT
 - collaboration on a Student with teacher, staff, and/or parent,
 - student screenings,
 - student evaluations and assessments,
 - student sensory observations,
 - evaluation write ups, IEPs, intervention documentation,
 - providing therapy resources upon request, and teacher/staff training meetings as requested and authorized by the School

5. Consult with staff concerning student progress, interventions, and recommendations
 6. Consult on physical arrangements of the classroom to meet the student's needs as requested
 7. Assist the teacher and aide to understand appropriate treatments through demonstration and supervision in the classroom.
 8. Prepare and provide regular treatment and progress notes. Treatment notes will be written for each intervention session with a Student. Progress notes will be provided as required by law for each semester
 9. Provide other Occupational Therapy services as needed and appropriate under state and national licensure.
- Conform to all applicable policies of the School, State and Federal Regulatory statutes.
 - Blue Door Pediatric Therapy, P.C. Professionals will submit a monthly invoice to the School by the 20th of the following month.

SCHOOL WILL:

- Provide overall supervision of services to the Students on an IEP to determine whether the IEP developed by the Special Education Department is being carried out properly
- Provide Payment to Blue Door Pediatric Therapy, P.C. Professionals as follows:
 1. Be responsible for payment of fees for services rendered by a Licensed Occupational Therapist from Blue Door Pediatric Therapy, P.C. Professionals at the state rate per hour, as well as provide reimbursement to Blue Door Pediatric Therapy, P.C. Professionals for the cost of assessment protocols utilized for student evaluations.
 2. Provide payment to Blue Door Pediatric Therapy, P.C. Professionals within 30 days from the date of invoice for services provided.
- Not hire, contract with, or otherwise obtain services directly or indirectly from any Occupational Therapist during the term of this Agreement with Blue Door Pediatric Therapy, P.C.

TERM AND TERMINATION:

This Agreement shall be effective on the date signed and remain in full force and effect for the remainder of the specified school year, unless and until one of the parties gives thirty (30) days' notice in writing to the other party of its intention to terminate this Agreement. Upon termination of this agreement.

This Agreement is signed by duly authorized representatives of the parties

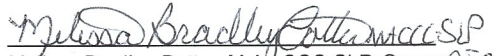
Insert School Name: **Arlington Public Schools**

Signature: _____

Name (& Title): _____

Address: 705 N. 9th Street Arlington, NE 68002

Email: dawn.lewis@apseagles.org


Melissa Bradley-Potter, M.A., CCC-SLP, Owner CEO

8/12/2023

Date

Notices to: Blue Door Pediatric Therapy, P.C.

T: 402.680.1823 F: 402.991.3051

Address: 10824 Old Mill Road, Suite 10-1, Omaha, NE 68154

Email: mbradleypotter@gmail.com





arborfamilycounseling.com

**Arlington Public Schools
STUDENT ASSISTANCE PROGRAM CONTRACT
ADDENDUM**

Arlington Public Schools will be adding an addendum to the 2023-2024 school year Student Assistance contract to provide onsite school counselor hours. Arbor Family Counseling Associates will be the provider of those on-site contracted hours. This agreement is made by and between Arbor Family Counseling Associates, referred to as "Provider" and Arlington Public Schools, referred to as "School". The counselor hours that will be under contract will be referred to as "Onsite Counselor".

Position Specifications:

- A. Hours - The on-site counselor position will include 3 hours of onsite performance at Arlington Public Schools per week with a target of 12 hours per month.
- B. Schedule – The “Onsite Hours” from Arbor Family Counseling will be performed at the convenience of the counselor(s) performing the services.
- C. Confidentiality – Provider will adhere to the highest standard of confidentiality laws, which includes all communications by “Onsite Counselor” with Arlington Public Schools and Arbor Family Counseling Associates. School will obtain a release from parents prior to Arbor counselor seeing their child.
- D. School Responsibilities – The Onsite Counselor will be able to perform a variety of duties including group counseling, individual counseling, consultations with both staff and parents and other related duties. If additional hours are requested by school, those hours will be invoiced at the end of that month. The school will reimburse for travel time for each day worked by the onsite counselor.
- E. Follow-up – Arbor will provide any additional feedback to school principal if and when needed. This is not to interfere with or replace the daily communication between school principal and Onsite Counselor.
- F. Implementation - Arbor will appoint a staff counselor who shall serve as the Arlington Public Schools “Onsite Counselor(s)” within the Arlington Public Schools. Arbor will also obtain all information that the counselor will need to become knowledgeable of start date, end date, total school calendar dates.

3. Provider Personnel

Provider represents and warrants that all services provided directly by provider employees and/or independent contractors pursuant to this agreement will be provided by qualified and (where required) licensed personnel, and that any referrals made by it to health care providers shall be made to providers whom provider shall reasonably believe are qualified and (where required are) licensed providers. School understands and acknowledges that referrals may be to providers who are associated with Provider in some manner including being a party to contracts to provide services to Provider or in some other manner. Provider represents and warrants that all services and/or treatments provided under this agreement shall be in accordance with generally accepted mental health and/or psychiatric standards. School understands and acknowledges that services provided by provider may be provided

through persons who are not employees but who are independent contractors (including counselors, psychologists, psychiatrists and other providers).

4. Insurance Coverage

Arbor shall maintain at all times during the term of this agreement comprehensive general and Provider professional liability insurance covering Provider and Provider Staff in minimum amounts reasonably acceptable to School and Provider, but in no event less than \$200,000 per claim and \$600,000 per annual aggregate, as evidenced by written notice to Provider, and with a reputable and financially viable insurance carrier.

5. Indemnification

a. Provider shall indemnify and hold harmless School against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by School in defending or compromising actions brought against School arising out of or related to the acts or omissions of Provider or its employees in rendering of services to patients or in the performance of other duties by the Provider.

b. School shall indemnify and hold harmless Provider against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by Provider in defending or compromising actions brought against Provider arising out of or related to the acts or omissions of School in the rendering of services to patients or in the performance of other duties by School pursuant to this agreement.

7. Fees for Services:

3 hours/week @ \$70/hr + travel time each week for both school semesters.

Arbor will send monthly invoices at the end of each month, due to Arbor Family Counseling, within 30 days of billing.

8. Length of Agreement

This agreement will commence on July 1, 2023 and will be completed on June 30, 2024.

Arlington Public Schools

Date

Arbor Family Counseling, A Trivium Life Services Company

Date



CREATING HOPE | EMPOWERING LIVES | INSPIRING COMMUNITIES

ARLINGTON PUBLIC SCHOOLS
EMPLOYEE AND STUDENT ASSISTANCE PROGRAM CONTRACT

1) General Information

The **Arlington Public Schools Employee and Student Assistance Program** will assist employees and students at times of crisis to find solutions for problems before they become more serious or begin to affect job or school performance. This confidential program is an initial assessment and referral service for employees and/or students intended to open the door to problem solution assistance from a comprehensive support agency. That agency will be **Arbor Family Counseling Associates**. The school district will benefit when employees/students are able to resolve personal and family problems and thereby be better able to concentrate on their individual work or school achievements.

2) Employee/Student Assistance Program Requirements:

A. Eligibility – The **Arlington Public Schools** Employee/Student Assistance Program will be available and accessible to all Elkhorn Public Schools employees (and their dependents) and students.

Employees and students may self-refer or be referred by school district administrators or counselors. Elkhorn Public Schools employees/students shall identify themselves as such when initially contacting Arbor Family Counseling Associates. Whenever possible, an appointment shall be assured by Arbor within 24 hours of the initial call.

B. Confidentiality – Confidentiality must be assured in the use of the contact with the Elkhorn Student Assistance Program. Arbor Family Counseling Associates and the Elkhorn Public Schools shall comply with all state and federal laws regulating confidentiality when SAP is accessed. The school district requests that the Arbor counselor seek a written release of information when a joint effort of school officials and the Arbor counselor is deemed appropriate.

C. Assessment and Problem Clarification Counseling – Arbor Family Counseling Associates will provide an objective and thorough assessment of the problem presented by an Elkhorn Public School's employee or student. **All Arlington employees and students will be eligible for up to two one-hour assessment sessions for the purpose of identifying the problem and recommending appropriate services.** The assessment process may include medical and social history, peer and family relationships, patterns of academic or work performance, as well as other factors. **At the point where extended counseling or long-term therapy may be required, Arbor Family Counseling Associates shall provide the employee/student with at least three referral options.**

D. Short Term Counseling - Where appropriate, Arbor Family Counseling Associates, within the two sessions described above, may work with employees/ students to formulate strategies, and develop a plan to effectively resolve problems in as short a time as possible.

E. School Staff Participation – Given an appropriate release signed, school staff will be consulted and encouraged to share their knowledge in helping these employees/students to resolve their problems. Arbor representatives shall meet with school district representatives in January and in April to assess the EAP/SAP program.

- F. Special Case Consultation – In the case where Arlington staff, Psychologists, Counselors or Administrators need special consultation surrounding the care and management of a student, then services may be agreed-upon at an hourly rate of \$90.00. All services will be negotiated prior to service delivery.
- G. Follow-Up – Arbor will provide systematic and thorough feedback to the referral source or school counselor when appropriate.
- H. Cost to Employee/ Student – Arbor Family Counseling Associates will concentrate the first session on problem assessment. Discussion of costs of continued services shall be limited to the end of the problem assessment session and not before unless requested by the employee/student. Arbor representatives, where appropriate, will assist employees/counselors with filing for insurance benefits.
- I. Implementation – Arbor Family Counseling Associates will appoint an Employee/Student Assistance Program Coordinator who shall serve as the direct liaison with the school district. Arbor will provide orientation for all students to inform students of services available and how to assess the SAP. Arbor will provide an orientation for all school staff about SAP and EAP. Arbor will provide a brochure (approved by the superintendent) explaining the EAP and on explaining the SAP including the purpose, eligibility of use, function, confidentiality, services, location, and phone of the offices of Arbor Family Counseling Associates. Arbor representatives will be responsible for up to three (3) hours of appropriate programs as scheduled/requested by the school district.

3) Reports

The Arbor – EAP/SAP Program Coordinator will present quarterly reports of usage by category to the superintendent. These reports are due on February 15 and June 15, 2024.

4) Fees for Services

\$16.50 per employee, the cost for Employee Assistance is a total of \$1815.00 to enroll all Employees. \$9.50 per student, the cost for Student Assistance will be \$6650.00 to enroll all students. The total sum of \$8465.00, billable quarterly, will be payable to Arbor Family Counseling Associates within 30 days of billing. Invoices will be sent in the months of July, October, January, and April.

5) Length of Agreement

This agreement will commence on June 1, 2023, and continue to June 30, 2024. This agreement is renewable annually. **Future contracts will be effective July 1st through June 30th.**

Arlington Public Schools

Arbor Family Counseling, A Trivium Life Services Company

Signed: _____

Signed: _____

Date: _____

Date: _____

